



# The Government Disclosure and Barring Service (DBS) Update Service

Updated September 2023

## What is the Update Service?

The Update Service is a Government service which allows individuals to share their DBS online across multiple organisations, provided the level of check is relevant for their role.

England Hockey can accept Update Service registered certificates for DBS application/renewal for hockey. This is an alternative way for a club check of obtaining a DBS for hockey.

England Hockey **MUST** complete a 'status check' against DBS checks registered on the update service – more detail below.

## What is a 'Status Check'?

A live online check against individuals original DBS to check if there is any change in disclosed information.

## Are people automatically on the Update Service?

No.

Applicants must ensure that they are subscribed to the Update Service. Please note that the DBS require any certificate to be registered within 21 days post certificate issue.

Subscription costs to the Update Service are free for volunteers and £13 for non-volunteers. Without subscription upkeep, status checks will not be available so annual subscription must be up to date to ensure your DBS renewals can be made with England Hockey.

Full information about how to register a certificate to the Update Service can be found below:

<https://www.gov.uk/dbs-update-service>



## **If someone is registered on the Update Service and wants to share their DBS for use in hockey what should they do?**

In order to see if England Hockey is able to complete status check, individuals are first asked to complete and submit the below eligibility survey:

[https://www.surveymonkey.co.uk/r/DBS\\_eligibility\\_checker](https://www.surveymonkey.co.uk/r/DBS_eligibility_checker)

Once completed, the survey results are checked by England Hockey to make sure they meet England Hockey criteria for a check.

If they return as complete, England Hockey will then contact the applicant to arrange a quick Teams call in order to complete the status check. During that call individuals will need to:

- provide sight of their original DBS certificate and
- show one form of photo ID.

England Hockey can only accept complete a status check on certificates which are both fully Enhanced and checked against the child-barred list.

## **What happens once the status check is complete?**

England Hockey will update the applicant's DBS records and inform both the applicant and their club's welfare officers of the outcome of the check and the relevant new expiry date.

Any check made via the Update Service will automatically renew applicants for a further three years.

## **Can clubs carry out status checks on their members?**

NO.

Status checks can only be carried out centrally by England Hockey Safeguarding Team as disclosures need to be recorded and appropriate risk assessments carried out.

England Hockey will notify clubs / organisation about renewals of checks done via this method as with all other DBS checks, every three years, via the Update Service are always informed to club welfare officers and renew all applicants for a further three years.

## **How can I get further information?**

Contact [safeguarding@englandhockey.co.uk](mailto:safeguarding@englandhockey.co.uk) regarding any Update Service enquiries and requests for a status check to be carried out.