

## **DBS checks and the DBS Update Service**

Historically Devon County Council Policy and the model Schools Policy on DBS checking has been; if a person is appointed into a paid or unpaid role, then they must be subject to a DBS check carried out by Devon County Council.

However, use of the DBS Update Service has been reviewed and a decision has been made to accept DBS checks carried out by other organisations, **providing the applicant has a suitable DBS Certificate and they are subscribed to the Update Service.**

The online Disclosure and Barring Service (DBS) Update Service allows:

- applicants to keep their DBS certificates up to date
- employers to check the status of a DBS certificate
- employers to save the cost and time involved with obtaining a new DBS check

To use the DBS Update Service employers must:

- be legally entitled to carry out a DBS check
- have the applicant's permission to check their status
- see and check the original DBS Certificate to ensure it is at the correct level, workforce, barred list checks and is suitable for the role
- have a satisfactory outcome of the Employers Status Check
- verify the applicants identity by accurately and comprehensively examining a range of documents

For guidance on using the DBS Update Service visit <http://staff.devon.gov.uk/criminalrecordsbureau.htm> or <http://www.devon.gov.uk/recordsdisclosureservice>

The guidance is also available for schools and Academies at;

<https://new.devon.gov.uk/supportforschools/administration/personnelandpayroll/safer-recruitment-forms-and-guidance>

Employers can carry out a status check of an applicant's DBS Certificate using the Update Service at <https://www.gov.uk/dbs-update-service>

Devon County Council reserves the right to request a new DBS check.

Safer Recruitment Service HR  
Devon County Council  
Email; [disclose@devon.gov.uk](mailto:disclose@devon.gov.uk)  
Tel. 01392 383266