

# Archdiocese of Liverpool



## Catholic Church Guide for individuals regarding the Online Update Service:

### **Is there a cost to use this service?**

If you are in a paid position there is an annual subscription fee of £13 per year. If you are in a voluntary role there is no cost to join the service.

### **How do I access this service?**

By completing the consent form attached and returning to the Safeguarding Department with your completed application, or via the website [www.gov.uk/dbs](http://www.gov.uk/dbs)

### **How do I subscribe to the service?**

You can subscribe to the service either at the point you apply for a Disclosure by completing the attached consent form, or within 30 days from the date on your certificate at [www.gov.uk/dbs](http://www.gov.uk/dbs) and follow the instructions below:

- Select the option to show you are applying to subscribe with your Disclosure Certificate.
- You will need to agree to the Terms & Conditions of the Service which will be stated on screen and you will be prompted to enter your details which must match the information on your Certificate.
- You will be asked to confirm if the Certificate is in respect of a voluntary position or not.
- If your Certificate is in respect of a paid post, you will be required to make the payment of the annual fee of £13. If your Certificate is in respect of a voluntary post no subscription fee will be required.
- This concludes the subscription process. You will be supplied with a unique ID number which you must keep safe and not share with anyone. This will enable you to re-access your account at any time.

### **Who manages my subscription once it is set up?**

You manage your subscription online. You will be able to check the Certificates you have registered with the service; add or remove subsequent Certificates; view those organisations who have used the service to check your Certificate; renew or cancel your subscription and update your details for example phone numbers; email address and payment details (if relevant).

### **If I lose my Disclosure, how do I register?**

**The DBS have advised that they cannot issue a replacement Certificate so please keep your original Certificate safe and accessible.**

### **Am I obligated to join this service?**

No, this is an entirely optional service however there are real benefits to you by joining the Update Service. These are summarised below:

- Minimises the need for a new Disclosure for every role you wish to undertake with vulnerable groups across numerous organisations.
- You control the Certificates attached to your registration and you can withdraw consent for an organisation to be able to check the status of a Certificate should you cease to work for them.
- Helps reduce paperwork and time when the Church wishes to undertake a recheck programme as the Safeguarding Office will be able to check if the Disclosure previously obtained is still relevant and valid.

### **Can anyone check my Certificate?**

Only those organisations for whom you work or apply to work with vulnerable groups in roles which qualify for an Enhanced Disclosure can check your Certificate online and only with your consent and after they have seen the original Certificate. The Church obtains your written consent within the Declaration on the Safeguarding Self Declaration Form.

### **Can I tell which organisations have checked my Certificate?**

Your online registration account will provide a list of the organisations that have carried out an online status check of your Disclosure.

### **What if I want to withdraw my consent for the Church to be able to carry out a status check?**

If you wish to withdraw your consent for the Church to check the status of your Certificate you should contact your Safeguarding Office who will send you a ***Consent Withdrawal form to complete, or take your verbal instruction, once they have confirmed your identity for Data Protection reasons and completed the form on your behalf.*** If you intend to continue working with vulnerable groups in the Church and withdraw your consent, please note that the Safeguarding Office will require that you complete a new Disclosure application, every 3 years.

### **Does this service mean I will only ever need one Disclosure?**

Potentially; If you obtain a Disclosure and undertake the same kind of role (***meaning that the existing Disclosure is at the right level and with the appropriate check of any Barred Lists if you are in a Regulated Activity role***) working with the same workforce (i.e. Children or Adults) then one Disclosure may be all that you require.

***For example, if you initially obtain a Disclosure for a voluntary role as Children's Liturgist and then seek to volunteer as a Eucharistic Minister, then a new Disclosure would be required as the new role is working with a different workforce and a different level of check is required.***

***Additionally, should the status check indicate that the Disclosure was subject to new information, the organisation would require a new Disclosure to assess the relevancy of any new criminal information.***

## APPLICANT CONSENT FOR AUTOMATIC ONLINE UPDATE SUBSCRIPTION

For all roles requiring a DBS Check to be processed via the Safeguarding Department  
(To be completed by the applicant in BLOCK CAPITALS)

If you have a disability that may make the completion of this form difficult, the form can be completed by someone on your behalf. However, your signature will continue to be required.

APPLICANT NAME: .....

NAME OF APPOINTING PARISH/RELIGIOUS CONGREGATION/ORGANISATION:

.....

EMAIL ADDRESS:.....

ALL ROLES UNDERTAKEN:

.....

.....

**Before we process your application, please confirm the following:**

I consent to the Archdiocese of Liverpool Safeguarding Department subscribing me to the Online Update Service, I understand this process and will take responsibility for maintaining my subscription.

**You are required by the Archdiocese of Liverpool Safeguarding Department, to confirm the following:**

I have read the Online Update Service Guidance, and fully understand how my Certificate will be processed and maintained via this service.

I understand should I wish to withdraw the right to allow the Archdiocese of Liverpool Safeguarding Department access to carry out an online status check, I will need to complete an Online Status Check Consent Withdrawal form, or contact the Department directly.

I understand, should I withdraw consent and wish to continue volunteering, I will be required to complete a New & Full Disclosure Application every 3 years.

Signed: .....

Date: .....

*This form will be kept by the Safeguarding Department , until the volunteer / employee steps down from their role, or completes an Online Status Check Consent Withdrawal Form.*

## For Office Use Only

Date of Birth: .....

Address:.....  
.....

Email Address:.....

Certificate / Application ref no:.....

Date of Registration:.....

*The above details should be completed by  
Safeguarding Department only.*