



## **DBS UPDATE SERVICE**

This new subscription service lets individuals keep their DBS certificate up-to-date so you can take it with you when you move jobs or roles.

As a Registered Body, Term Time Teachers can now carry out online, instant checks to see if any new information has come to light since the certificate's issue – this is called a status check.

The DBS update service check will allow you to have greater control of your own information and allow DBS certificates to be reused when applying for similar jobs. You will also be able to see who has carried out a status check, and when they did, from your online account.

### **What should you do now?**

- Subscribe to the update service. An annual fee of £13.00 (free if you are volunteer) will be payable to the DBS. Your DBS Application Form must be received by the DBS within 28 days of subscribing or 30 days after the issue date of the Certificate.

By agreeing to the declaration below, you give ongoing consent to Term Time Teachers:

- to carry out a Status check (DBS and Regulated Activity) on you each time it is necessary. This means–
  - every 6 months in line with our regulatory body guidance and where you are in continuous employment through Term Time Teachers, or
  - once 3 months has lapsed since you have last worked through Term Time Teachers, we will be required to carry out a Status check to verify any gaps when working with children (in line with the DFE guidelines) or vulnerable adults;
- to take a copy of your DBS Certificate for our records;
- to carry out an Early Confirmation check (in the event there are changes to your DBS Certificate);
- Term Time Teachers work with schools and with Further Education establishments. We will aim to place you in child related settings the vast majority of the time, but occasionally we will get roles in an FE/HE setting that may require clearance to work with vulnerable adults, which will mean checking under the Adult Workforce.

Should you wish for the consent to be withdrawn on the Status check, please provide Term Time Teachers with written notice confirming your withdrawal. Please address letters to Admin Team or email [admin@servocaeducation.com](mailto:admin@servocaeducation.com)