

Questions & Answers - DBS Update Service & Chargeback Arrangements



What is the DBS Update Service?

The Disclosure and Barring Service (DBS) update service enables staff to keep their DBS certificates up to date online, and allows for employers to check a certificate online. Subscription to the service incurs an annual cost £13 for the employee.

Why is the Trust introducing this?

The purpose of conducting DBS checks is first and foremost linked to the safeguarding of our service users. The move to the DBS Update Service will change the way we administer and maintain our DBS checks, and these changes will ensure that the checks we undertake are kept as up to date as possible.

In addition to the obligations we need to meet in terms of employment checks linked to NHS Employers, a recommendation from our last CQC inspection was made that we need to review DBS checks for staff more frequently than we have done in the past. Subscribing to the DBS Update Service will mean that as well as the ability to access records online, we will also be informed immediately about a change to an employee's DBS record/history.

Making these changes will also mean that as long as the annual renewal fee is paid each year, staff may only ever need to undertake one DBS check. (To use the Update Service, we need a valid DBS certificate number, and the employee must join the service within 30 calendar days of the DBS certificate issue date). New starters will be supported in registering for the DBS check and update service when they come into the Trust for their pre-employment checks. The DBS check will then become 'portable' and will be accepted by other organisations and equally our Trust can accept these Update Service checks from other organisations helping us to reduce the time it takes us to recruit.

When and why are the Trust charging new starters and staff for this service.

A number of other local organisations and NHS Trusts already require staff to pay for their own DBS checks. The Trust will, however, continue to meet the cost of joining the Update service for Volunteers.

Implementation of the Update Service and charging arrangements will take place as follows:

Phase	Areas Affected	Implementation Date
1	New starters (non LYPFT staff) and Volunteers* *As above the Trust will continue to meet the cost of joining the Update service for Volunteers.	1st July 2018
2	New bank staff registering for bank staffing (where a DBS check and Update Service subscription has not already been conducted as a result of having a substantive post)	1st September 2018
3	Existing LYPFT staff who decide to change roles and require a new DBS Check	1st November 2018
4	All LYPFT staff where the role concerned requires a DBS check.	<p>There will be a implementation plan where a new DBS and subscription to the DBS Update Service will be a requirement for all staff by <u>31st March 2020.</u></p> <p>This process will occur gradually to minimise any impacts on services and staff resources. There will be further consultation and communication to ensure that staff and managers are aware when this will occur for their respective service or area.</p> <p>Phased implementation up to 31st March 2020. Implementation Plan to follow.</p>

How will I pay to join the Service?

The Trust will make the initial payment for the check and then recover this via payroll over three months. There will then be an annual subscription (currently £13) to participate in the Service and to sign up for automatic renewals. You will pay this direct to the Update Service using a credit or card.

How will we inform new staff about the Trust's requirement to join the DBS Update Service?

From **1st July 2018** all advertisements for vacancies will include information outlining what the DBS Update Service is, and the requirement to join and maintain subscription to the Service.

How will the annual renewal fee for the Update Service be managed for New and Existing staff?

New and existing staff will be responsible for paying and maintaining their annual Update Service fee. We strongly recommend that as part of the sign up for these services that staff select automatic renewals. This means when the renewal is due at the end of each year, the fee will be deducted automatically from the card details provided. A condition of continued employment with the Trust will be for staff to pay for and maintain the annual subscription for these services.

*****It is important to note that if you allow your DBS subscription to lapse you will be required to pay for a new DBS check to be completed and will have to pay a further fee to re-join the update service*****

Will staff who retire and then return to work in the Trust be charged for their checks?

Staff who retire and then return to work will need to pay for a new DBS check, unless they are already signed up to the Update Service. Staff who already participate in the Update Service would just need to pay for and maintain their £13 annual renewal subscription each year.

Will staff who resign and then rescind their notice be charged for a new check?

No they would be treated as an existing member of staff.

What will happen to new starters who do not complete the sign up for the update service within the 30 calendar day time limit of their initial DBS check?

Staff who have not completed their update registration within the 30 calendar day time limit, will need to complete a new DBS check and then submit an application to join the update service. Staff will be given a further 10 days in which to complete the necessary checks and will be required to pay for the costs associated with this. If following this period the checks have still not been completed, the offer of employment may be withdrawn.

Where can I find more information about joining the DBS Update Service?

The link below contains access to detailed guidance and commonly asked questions about the update service.

<https://www.gov.uk/government/publications/dbs-update-service-applicant-guide>

Alternatively you may contact the Recruitment Team on: 0113 8559900 (option1)