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**Taking your DBS check from role to role**

**DBS Portability**

Portability is the term employed for using a criminal record check obtained in one role, for a new role. To acquire portability of DBS check, applicants must register with the DBS update service.

**1 The DBS on line update service** (for full details see [DBS update service](https://www.gov.uk/dbs-update-service))

1.1 The DBS Update service ensures that DBS checks are up to date attracts an additional annual fee which is met by the applicant.

1.2 For an annual subscription applicants can have their criminal record certificate kept up- to-date and take it with them from role to role. (However, if the certificate relates to work with children and an individual’s role changes to working with adults experiencing, or at risk of abuse or neglect, or vice versa, then a new criminal record application must be made as the basis on which the original certificate was issued has changed.) To apply for the update service an applicant must apply within 19 days of the criminal record certificate being issued. Apply at the [DBS update service](https://www.gov.uk/dbs-update-service).

1.3 The DBS update service is very useful to those who have multiple roles where a criminal record certificate is required. Applying for the annual update services, which carries with it a number of benefits for the individual and the organisation, is a matter of individual choice for the applicant.

1.4 The DBS update service can be very useful for organisations to check someone’s criminal record certificate status online and receive a result straight away. There is no registration process or fee for organisations to check a certificate online, but organisations must be legally entitled to carry out a check, (e.g. the role must be eligible for an enhanced or standard (as appropriate) criminal record check), and have the individual’s permission.

**2 Portability within the Church of England**.

Anyone applying for a new role within the diocese where he/she currently works or applying for a new role in the cathedral where he/she currently works does not require a second criminal record check (i.e. his/her current check will be portable), provided the result of the criminal record check has been seen, does not need renewing (see 3.3) and the new role is: -

* With the same “workforce” (i.e. either working with children or working with adults experiencing or at risk of abuse or neglect); and
* Eligible for the same/lower level of criminal record check as the previous role.

**2.1 When will portability not apply within the Church of England?**

Portability will not apply and a new criminal record check will **always** be required where:

* A person moving into a role in the Diocese from an external organisation or
* An individual is seeking ordination, reader or lay ministry training; or
* A person moves to a new job or role in a new diocese or cathedral; or
* A person moves roles to work with a different workforce. For example from working with children to working with adults experiencing, or at risk of abuse or neglect and vice versa;or
* The level of check required changes to a higher level (e.g. in his / her new role a person is eligible for an enhanced plus barred list check; but in his / her previous role he /she was only eligible for an enhanced check without a check of the barred list).

 GKJ DSA 05/04/2017

 Adapted from the Church of England Practice Guidance : Safe Recruitment July 2016