



## DBS Policy

Special Olympics GB currently accepts a validity period of three years for Enhanced DBS certificates for Child and Adult Workforce.

We also accept certificates from other organisations as long as they fit the below criteria:

- It must be an “Enhanced” check
- It must be for the “Child & Adult Workforce”
- The DBS certificate must be dated within the last 3 years
- We must see a copy of the entire certificate, the registration number alone is not enough.

If a volunteer has signed up to the DBS Update Service we can also accept this DBS but again it must be within the above criteria.

## The DBS Update Service

This service allows individuals to register to have their DBS status viewed/checked online, and means effectively that they do not need to re-apply for a DBS check unless and until there is a change to their DBS status.

You can sign up to the DBS Update Service using either your DBS application form reference number (beginning with F01), or when you receive your DBS Certificate – provided you do so **within 19 days** of its date of issue. Once you have signed up, an Id number will be displayed which you need to make a note of and keep safe as this allows you to login to your DBS account.

So that Special Olympics GB can continue to provide assurance that all our volunteers whose roles require it have had a DBS check carried out, it is essential that each volunteer who signs up to the Update Service:

- Confirms to the National Volunteer Office (NVO) that they have signed up (this is then recorded in the Volunteer Register)
- Provides a photocopy (or scanned in and emailed copy) of the Certificate to the NVO. It is important that the Certificate is the one issued following sign-up to the Update Service. The copy is not kept on file, but is shredded/deleted once the necessary details that confirm we have had sight of it are recorded.
- This effectively gives Special Olympics GB approval to access the volunteer’s DBS status online using the DBS Certificate number as and when required.  
The volunteer will be able to see when the status has been checked and by whom when they login to their DBS account

Volunteers who have not signed up to, or choose not to sign up to the Update Service will still need to provide Special Olympics GB with a photocopy or email a scan of their Certificate, and will need to apply for a re-check at least every **THREE** years in line with current Special Olympics GB requirements.

If you need any further information regarding the above, please do not hesitate to contact the [NVO](#), or visit the DBS website.