STEM Ambassador's Welcome Pack

STEM CUMBRIA LTD
Promoting Science, Technology, Engineering & Maths

STEMNET STEM Ambassador's Contract Holder 2011 - 2015

Nationally co-ordinated by STEMNET
Locally co-ordinated by STEM Cumbria Ltd

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What is STEM Cumbria Ltd?

STEM Cumbria Ltd (www.stemcumbria.co.uk) is an organisation that aims to:

- Enthusiase and inspire young people about the application of Science, Technology, Engineering and Mathematics (STEM) subjects by linking schools, colleges, teachers and pupils with industry and research.
- Work with a range of partners in the organisation and management of joint STEM projects and events.
- Identify enthusiastic volunteers from STEM related businesses and train them to become STEM Ambassadors.
- Encourage positive images of STEM related careers by linking schools and pupils with STEM Ambassadors.
- Organise seminars and meetings to disseminate good practice.

STEM Cumbria Ltd holds the Cumbrian contract to help STEMNET deliver its programmes to schools and organisations in Cumbria, through the STEM Ambassador Programme and the Schools STEM Advisory Network.

STEM Cumbria Ltd also works with a range of businesses and organisations in Cumbria to run STEM activities and programmes.

Schools STEM Advisory Network

STEM Cumbria Ltd aims to ensure that all young people, schools, and colleges in Cumbria have easy access to STEM curriculum enhancement and enrichment activities and schemes. We will offer advice and guidance to teachers on schemes available to them, facilitate links with a contact or organisation best suited to meeting teachers' specific needs, help organise industry visits and placements for students and teachers.

STEM Ambassadors Programme

STEM Cumbria coordinates the STEM Ambassadors programme on a local level, ensuring all schools and colleges have knowledge of, and access to, STEM Ambassadors in their area. STEM Cumbria will; identify professionals with STEM skills to become STEM Ambassadors, link STEM Ambassadors with local schools and colleges to act as role models and help inspire and engage young people about the value of STEM in their daily lives, help local STEM employers engage with schools and colleges in their communities.

Who are STEM Ambassadors

Volunteering as a STEM Ambassador is your chance to promote your skills to young learners, actively encourage them to enjoy STEM subjects, and inform them about the unique career opportunities that are available to them.

By volunteering as an Ambassador, you could be opening up life-changing opportunities for many young people in your area. Anyone who has a desire to inspire children and young people in STEM subjects can become an Ambassador. The main qualities that all Ambassadors share are enthusiasm and commitment, along with a passion for what they do.

STEM Cumbria Ltd have over 600 Ambassadors from a range disciplines such as Designers, Physicists, Nuclear Physicists, Architects, Chemical Engineers to name a few. Ambassadors are of all ages and backgrounds and represent over 80 different employers.
About STEMNET

STEMNET creates opportunities to inspire young people in Science, Technology, Engineering and Mathematics (STEM). This enables young people to develop their creativity, problem-solving and employability skills, widens their choices and supports the UK's future competitiveness.

STEMNET helps encourage young people to be well informed about STEM, able to engage fully in debate, and make decisions about STEM related issues.

STEMNET's Vision
To increase young people's choice and chances through Science, Technology, Engineering, and Mathematics.

STEMNET's Purpose
To be a recognised leader in enabling all young people to achieve their potential in STEM by:

- Ensuring that all young people, regardless of background, are encouraged to understand the excitement and importance of science, technology, engineering and mathematics in their lives, and the career opportunities to which the STEM subjects can lead;

- Helping all schools and colleges across the UK understand the range of STEM Enhancement & Enrichment opportunities available to them and the benefits these can bring to everyone involved;

- Encouraging business, organisations and individuals wanting to support young people in STEM to target their efforts and resources in a way that will deliver the best results for them and young people.

STEMNET has received funding from the Department of Trade and Industry since 1996 and now continues to enjoy support from the Department for Business, Innovation, and Skills and the Department for Education. As a national organisation, it works hard to ensure that no region of the country is disadvantaged, by comparison with any other, with respect to STEM opportunities.

For further details on becoming a STEM Ambassador or if you are a Teacher wanting access to a STEM Ambassador please contact us.

Tony Gill (Director, STEM Cumbria Ltd) Mobile: 07977 512109 tony@stecumbria.co.uk

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Or visit our website www.stecumbria.co.uk
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STEM Ambassadors are inspiring role models to young people, switching their minds to the excitement and potential of STEM subjects and careers. They themselves also gain tremendously from the programme.

As an Ambassador you have the opportunity to:
- gain a fresh perspective on day-to-day work when seen through the eyes of students
- face a different challenge to that of everyday work
- enjoy a sense of achievement after delivering an activity
- help make a difference in the local community
- challenge stereotypes young people have about STEM subjects and related careers
- strengthen your own skills, including communication, planning and presentation skills
- have lots of fun and enjoy the buzz and energy from the young people!

By supporting students in their STEM learning, you will bring them the following benefits:
- Science, maths, design and technology, and engineering become relevant to the everyday experience of students.
- Better motivation, more confidence and enthusiasm
- Opportunities to improve key skills as well as increase understanding in science, maths, design and technology, and engineering
- Better understanding of the opportunities that a career in science, technology, engineering and maths can offer

STEMNETWorking

There is an area on the STEMNET website, STEMNETWORKING, which makes it easier for you to participate in the STEM Ambassador Programme and lets you access many free resources for use in schools and colleges.

As a STEM Ambassador you can:
- Upload and share useful resources and activity ideas with other STEM Ambassadors
- Add blog posts about your STEM Ambassador activities to your profile page
- Look at other STEM activity including schools and employers in your local area
- Indicate your willingness to respond to teachers online requests for STEM Ambassadors

You also have the option to make your STEM Ambassador profile publicly viewable (please note, no contact details or personal information will be displayed) and link your profile with your employer if they have a STEMNETWORKING profile.

If you are a STEM Ambassador and would like to be part of STEMNETWORKING then you’ll first need to opt in on our database http://db.stemnet.org.uk. You can then follow the login link on this page to start using all the features of STEMNETWORKING.
What Documents Do I Need to Produce? Please note: if it is not on the list, we cannot accept it sorry.

Route 1

Route One must always be attempted to be taken. Three documents in total must be seen; one document must come from Group 1 and a further two documents from Group 1, 2a or 2b. One document must verify the applicant’s current address.

Route 2

One document must be seen from Group 2a and two further documents from Group 2a or 2b; one of which must verify the applicant’s current address. Applicants will also be required to undergo an external ID validation service through Route Two. STEMNET/CRB Online/20.8.12 11 Issue 2.0.

Route 3

A Certified copy of a UK Birth Certificate (UK and Channel Islands, issued after the time of birth by the General Register Office/relevant authority) required to be seen and four further documents must be seen from Group 2 comprising of one document from Group 2a and three further documents from Group 2a or 2b; one of which must verify the applicant’s current address.

**Group 1 – Primary Trusted Identity Credentials**
- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence (UK, Isle of Man /Channel Islands) (Full or provisional)
  - A photo card is only valid if the individual presents it with the associated counterpart licence (except Jersey)
- Birth Certificate (UK and Channel Islands) - issued at the time of birth;
  - Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable)

**Group 2a – Trusted Government/State Issued Documents**
- Current UK Driving licence (old style paper version)
- Current Non-UK Photo Driving Licence (valid only for applicants residing outside of the UK at time of application)
- Birth Certificate (UK and Channel Islands) - issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- Adoption Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK and Channel Islands)

**Group 2b – Financial/Social History Documents**
- Mortgage Statement (UK or EEA)** (Non-EEA statements must not be accepted)
- Bank/Building Society Statement (UK or EEA)* (Non-EEA statements must not be accepted)
- Bank/Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA)* (Non-EEA statements must not be accepted)
- Financial Statement** - e.g. pension, endowment, ISA (UK)
- P45/P60 Statement** (UK & Channel Islands)
- Council Tax Statement (UK & Channel Islands)**
- Work Permit/Visa (UK) (UK Residence Permit)**
- Utility Bill (UK)* - Not Mobile Telephone
- Benefit Statement* - e.g. Child Allowance, Pension
- A document from Central/Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)* e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK and Channel Islands)
- Letter from Head Teacher or College Principal (16/17 year olds in full time education – only used in exceptional circumstances when all other documents have been exhausted)

*Please note:
If a document in the List of Valid Identity Documents is:
- Denoted with * - it should be less than three months old
- Denoted with ** - it should be issued within the past 12 months
- Not denoted – it can be more than 12 months old
The Science, Technology, Engineering and Mathematics Network (STEMNET)

STEMNET creates opportunities to inspire young people in Science, Technology, Engineering and Mathematics (STEM). This enables young people to develop their creativity, problem-solving and employability skills, widens their choices and supports the UK’s future competitiveness. STEMNET helps encourage young people to be well informed about STEM, able to engage fully in debate, and make decisions about STEM related issues.

Working with young people and teachers

STEMNET works primarily with schools and colleges, helping young people and their teachers access a range of STEM Enhancement & Enrichment opportunities including STEM Clubs, links with STEM Ambassadors and activities featured in the STEM Directories.

Teachers can contact STEMNET for free advice on STEM Enhancement & Enrichment (E&E), and assistance in identifying what STEM E&E can most benefit them and their students.

By working with local experts, STEMNET can provide tailored advice and assistance quickly and easily to schools and colleges across the UK.

Employers inspiring young people

Employers can help schools and colleges bring STEM to life for their students, through involvement in classroom projects, talks, visits, work placements or helping with STEM Clubs.

Helping STEM employers to create effective links with education is central to STEMNET’s work. More than 3,500 employers, large and small, are already involved through the STEM Ambassadors Programme, with many more supporting STEM in other ways.

Employers can contact STEMNET for free advice on how best to link with schools, and assistance in making these links happen. They can also obtain guidance on getting involved in STEM E&E including:

- the case for businesses getting involved
- how to achieve impact
- which existing activities may meet their requirements
- what gaps exist
- how employers can best contribute

STEM Ambassadors Programme

The STEM Ambassadors Programme enables anyone with Science, Technology, Engineering and Mathematics (STEM) skills to inspire young people (5-19 year olds). STEM Ambassadors demonstrate the possibilities of STEM subjects and careers by revealing how essential STEM is throughout the world in which we live.
STEMNET currently has almost 30,000 Ambassadors available to work with young people. The occupations of STEM Ambassadors are very wide ranging, including environmental scientists, chemists, civil engineers, marine biologists, medical physicists, pharmacists, apprentices and energy analysts to name but a few. Anyone who uses STEM in the world of work and who is willing and able to enthuse young people about STEM subjects, can apply to become a STEM Ambassador.

The Programme is funded by the Department for Business, Innovation and Skills and is already supported by employers in every part of the UK who encourage their staff to become STEM Ambassadors as part of their outreach activities.

**STEM Clubs Network**

The STEM Clubs Network is a nationwide network of after school clubs focusing on science, technology, engineering and maths (STEM subjects). The network was launched in July 2009 and is co-ordinated by STEMNET. It provides STEM Clubs with resources that will empower teachers and offer a range of benefits to students as well.

STEM Clubs are not designed to be about writing, tests or exams. Instead, they allow students to explore, investigate and discover STEM subjects in a fun, stimulating learning environment away from the constraints of the school timetable. STEM Clubs can motivate and build confidence in students who struggle with STEM subjects and also provide an extra outlet for children who already show aptitude and are interested in furthering their learning. The STEM Clubs Network will help to tackle the UK’s STEM skills shortage by transforming the way young people engage with STEM subjects.

The STEM Clubs Network is aimed at 11-14-year-olds in secondary schools and colleges across the UK, from the Isles of Scilly to the Shetlands. Schools and colleges are able to join the initiative either by affiliating an established after school club or by starting a new one. STEMNET is calling on every secondary school in the UK to join the STEM Clubs Network by 2012.

The STEM Clubs Network is funded by the Department for Education.

To find out more, contact STEMNET on [info@stemnet.org.uk](mailto:info@stemnet.org.uk) or 020 3206 0450.
STEMNET DBS UPDATE SERVICE FAQs FOR STEM AMBASSADORS

Introduction

On 17 June 2013 the Disclosure and Barring Service (DBS) introduced the new Update Service. The FAQs provided here are specifically related to STEM Ambassadors but may in certain circumstances also apply for general use. For detailed guidance about the Update Service please refer to the DBS website www.gov.uk/dbs.

All STEM Ambassadors are required to have an acceptable current Enhanced Child Workforce Disclosure Certificate. To facilitate this for individuals who do not already hold a suitable Disclosure Certificate, STEMNET is a Registered Body and can organise Disclosure applications online using the e-Bulk service.

When you have completed the Disclosure application process you will receive a Disclosure Certificate and you will be invited to register on the Update Service within 14 days of its issue date. This will mean that you may never have to complete another Disclosure application for a Certificate of a similar type. For this reason, STEMNET recommends you take the opportunity to sign up to the Update Service.

On registering to be a STEM Ambassador with STEMNET, individuals are encouraged to consent to STEMNET or its authorised sub-regional Contract Holders (see www.stemnet.org.uk/contacts/ for up-date-listing) undertaking Status Checks and we ask that you confirm your ongoing permission by ticking the consent statement in the Data Protection section of the registration form. You may withdraw your consent at any time by unticking the box on your record on the STEMNET Database.

Please contact your local STEMNET sub-regional Contract Holder if you require any additional guidance or clarification of the information provided below.

1. What is the DBS Update Service?

The Update Service allows organisations to check that an existing Disclosure Certificate is still current (ie. that there have been no changes since it was issued).

By subscribing to the new Update Service (free of charge to volunteers) you could save yourself a lot of time and money depending on how many DBS checks you have needed in the past. With this service you can have your DBS Certificate kept-up-to-date, where the same type and level of check is required eg. Enhanced, Child Workforce.
2. How do I access the Update Service?

From 17 June 2013 you will be able to join the Update Service online at www.gov.uk/dbs-update-service.

Subscribing online is quick and simple. Just enter your DBS Certificate number*, name, date of birth and address and select volunteer (FOC). When you subscription is confirmed you then start to see the benefits of this new service.

*When completing an online Disclosure Application you can only subscribe using your DBS Certificate number within 14 days of its issue date. Applicants completing paper applications can enter their application form number.

3. Is there a cost to join?

The subscription for the Update Service is free of charge if you are joining with a DBS Certificate for a voluntary position, eg. School Science Ambassador. If not, then to join the service you must pay a subscription fee of £13 per year.

4. How do I pay for my subscription if I move from a volunteer position to a paid position?

You will need to apply for a new DBS check, create a new Update Service account and pay the subscription fee of £13 per year by credit or debit card.

5. Do volunteers have to pay to subscribe?

No. If you have applied for a DBS check as a volunteer (as defined by the DBS) you can join the service free of charge.

6. What are the benefits to me?

- Saves you time and money
- One DBS Certificate is all you may ever need
- Take your DBS Certificate from role to role within the same workforce
- You are in control of your DBS Certificate
- Get ahead of the rest and apply for jobs DBS pre-checked

7. What are the benefits to STEMNET?

- Instant online checks of DBS Certificates
- No more DBS application forms to fill in
- We may never need to apply for another DBS check for a STEM Ambassador volunteer again
- Less bureaucracy
- Saves time and money
- Enhances our safeguarding processes and may help to reduce our risks
- Easy to incorporate into our existing STEM Ambassador application assessment processes
(These benefits apply equally in general to any employers).

8. What else should I also know?

The DBS will no longer automatically issue a copy of your DBS Certificate to the Registered Body who countersigned your DBS application form. For STEM Ambassadors this will be STEMNET or its authorised sub-regional Contract Holders. In certain circumstances we will need to ask you for sight of your Disclosure Certificate. This gives you greater control over your information.

9. How to I subscribe to the Update Services?

You can join the Update Service if your DBS Certificate was issued on or after 17 June 2013.

Step 1

- Was your DBS Certificate issued in the last 14 days? If ‘yes’, you can join the Update Service. Go to www.gov.uk/dbs-update-service

Step 2

- Enter your date of birth by selecting the month, then the year, then the day.
- Check your date of birth is correct, if it isn't you can enter the date manually in the format DD/MM/YYYY.
- Select that you are applying with your DBS Certificate.

Step 3

- Agree to the Terms and Conditions of the service and then enter your personal details – these must match those on your DBS Certificate.

Step 4

- Answer the question ‘Does the above DBS Certificate relate to a voluntary position?’

Step 5

- If the DBS Certificate was issued for a voluntary position the subscription is free of charge.

You have now joined the Update Service.

You will receive a unique ID Number, which you must keep safe and not share with anyone, as you will use this to access your Update Service account online. It will not be needed by organisations that are using the Update Service to check your certificate.

10. How do I manage my subscription?

Your subscription can be managed online. If you have subscribed to the Update Service you can:

- View the reference details of any applications and/or DBS Certificates linked to your subscription.
- Amend your contact details.
• Add and remove applications and DBS Certificates.
  o All applications and DBS Certificates attached to your subscription must be in the
    same name.
• View the details of any organisations that have made a Status Check of your DBS Certificates.
• Cancel your subscription
• Renew your subscription
• View the status of your subscription
• Statuses explained:
  o ‘Subscription status’
    ▪ ‘New’ – when you apply with an application form reference number (not
      applicable for online DBS applications).
    ▪ ‘Subscribed’ – when your DBS Certificate is attached to your subscription.
    ▪ ‘Cancelled’ – if you cancel your subscription.
    ▪ ‘Expired’ – if you do not renew your subscription.
  o ‘Application status’ – not applicable to online Disclosure applications
  o ‘Update status’ – which shows the current status of a DBS Certificate in your
    account.
    ▪ ‘Non-blank/No New Info’ – still current. The DBS Certificate revealed
      information about you, no new information has been found since its issue
      and can therefore be accepted as being still current and valid.
    ▪ ‘Blank/No New Info’ - still current. The DBS Certificate when issued was
      blank ie. it did not reveal any information about you, no new information
      has been found since its issue and can therefore be accepted as being still
      current and valid.
    ▪ ‘New Info’ – no longer current. New information has come to light since the
      DBS Certificate was issued and you will need to apply for a new DBS check to
      see this new information.

11. I already have a DBS Certificate can I join the Update Service?

The Update Service cannot be applied retroactively. You can only join when you apply for your
next DBS check after 17 June 2013, or if the DBS Certificate was issued on or after 17 June 2013 and
was issued within the last 14 days.

12. Who can join?

Applicants who apply for a DBS check can join the Update Service.

Organisations (eg. STEMNET) do not join the service, as they can access the service online for free to
carry out a Status check on an individual’s DBS Certificate.

13. Do I have to join the Update Service?

No; this is an optional service provided by DBS. However, STEMNET strongly recommends that
STEM Ambassadors join the service as it will be of benefit both to you and STEMNET.
14. When will my subscription start?

Your subscription will start when you add a DBS Certificate to your Update Service account.

15. How do I add a DBS Certificate to my subscription?

You can do this by using the Certificate number printed on your Certificate. This must be done within 14 days of its issue.

16. Will I have to apply for a new DBS Certificate if I am subscribed to the Update Service and I change my name?

Yes, if you change your name, STEMNET and its authorised sub-regional Contract Holders will not accept your old DBS Certificate and will ask you to apply for a new criminal records check. When you receive your new DBS Certificate, you can add this to your Update Service account within 14 days of its issue date.

17. When can I allow an organisation to check my DBS Certificate?

When you add a DBS Certificate to your account it will show that you are ‘subscribed’. You can then give your permission to allow an organisation to carry out a Status check.

18. How do I let an organisation carry out a Status check on my DBS Certificate?

You will need to give your consent and then show your STEMNET authorised sub-regional Contract Holder (or STEMNET) your original DBS Certificate. We will record the DBS Certificate’s 12 digit reference number and your name and date of birth. After this we will go online and carry out a Status check. If you are subscribed to the Update Service but have not given consent for STEMNET or their Contract Holder to access your Disclosure, we will be unable to access your record. You will need to either give consent or apply for a new Disclosure.

STEMNET would encourage you to consent to ongoing permission, so that we or your STEMNET authorised sub-regional Contract Holder can carry out a Status check, by ticking the ‘ongoing permission’ box on the Data Protection section of your STEM Ambassador registration on the STEMNET Database. You can update your record at any time if you have not already ticked the box or if you choose to withdraw your consent in the future.

19. Is the service only available online?

Yes, the service is only available online. DBS may look to see how they can offer other ways of providing this service in future.

20. Can I cancel my subscription at any time?

Yes. If you cancel your subscription the DBS will close your account and your DBS Certificate(s) attached to this account will no longer be checked for updates.
21. How many DBS Certificates can I add to my Update Service account?

You can add as many DBS Certificates as you need i.e. if you have attached a Standard Certificate to your account and then you have to apply for an Enhanced Certificate you can add this one to the same account without incurring an additional fee.

22. Can I add a DBS Certificate for a paid position to my Update Service account which I opened with a DBS Certificate for a voluntary position?

No, you cannot add a DBS Certificate for a paid position to a free subscription which was created with a DBS Certificate obtained for a voluntary position; you would need to create a new subscription for the paid-for DBS Certificate.

23. Can I add a DBS Certificate for a voluntary position to my Update Service account which I opened with a DBS Certificate for a paid position?

Yes, each time you apply for a new DBS check, you can add the DBS Certificate to your paid-for subscription; this includes DBS Certificates for voluntary positions.

24. Why would I need more than one DBS Certificate?

STEMNET or its authorised sub-regional Contract Holders may ask you to apply for another DBS check if:

- Your DBS Certificate has been updated, is no longer current and has been removed from the Update Service.
- You have cancelled your subscription to the Update Service.
- You have deleted your Disclosure Certificate from your Update record.
- We may need another level or type of DBS Certificate than the one you have eg. you may have an Enhanced with an Adults’ Barred List check not an Enhanced with a Children’s Barred List check.
- The Enhanced DBS Certificate relates to another workforce (i.e. does not cover work with children).

25. Can I remove a DBS Certificate from my Update Service account?

If you have a DBS Certificate attached to your account you can remove it at any time. However, once removed you cannot add it again or use the same one to create another subscription.

26. Can I change my email, mobile phone number, correspondence address?

Yes. You will need to login in to your Update Service account to do this.
27. If I am subscribed to the Update Service and I change my address will my DBS Certificate still be valid?

Yes, you can amend your correspondence details in your account. This does not update your DBS Certificate which would still be in your old address. The current address is just one piece of information used when searching the Police National Computer for applicant’s convictions. If you are convicted of an offence when subscribed the DBS system will link the offence to you and cause the status of your DBS Certificate to change.

28. How to I find out my DBS Certificate reference number?

The 12 digit DBS Certificate number can be found on the top right-hand side of your DBS Certificate.

29. What if I forget my Update Service reference number?

You should call the DBS on 0870 90 90 811.

30. What if I lose my DBS Certificate?

You must keep your DBS Certificate safe and secure as the DBS will not issue replacement DBS Certificates.

31. I want to subscribe to the Update Service but have not received my DBS Certificate?

If you have not received your DBS Certificate and it was issued more than 7 days ago you can request a reprint. Don’t forget you must attach the DBS Certificate to your account within 14 days from the date of issue as printed on the DBS Certificate. You can use the Tracking Service at www.gov.uk/dbs to find out if your DBS Certificate has been issued and the date of issue.

32. Can I stop an organisation checking the status of my DBS Certificate?

Yes. You should contact them and withdraw your consent for any future checks. If they fail to stop they would be breaking the law by accessing data they were not entitled to see. If they persist you could remove the DBS Certificate from your account but this would also mean other organisations would not be able to carry out a Status check on it. If they persist you should contact the Information Commissioner’s Office.

STEM Ambassadors can withdraw their ongoing permission consent at any time by unticking the relevant box on the Data Protection section of their STEM Ambassador record on the STEMNET database.

33. How can I found out who has carried out a Status check on my DBS Certificate?

You can see a full list of the organisations that have carried out a Status check from your online account.

34. What information will the organisation see when they carry out a Status check?

The organisation will receive one of the following results:

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• This DBS Certificate did not reveal any information and remains current as no further information has been identified since its issue.
• This DBS Certificate remains current as no further information has been identified since its issue.
• This DBS Certificate is no longer current. Please apply for a new DBS check to get the most up-to-date information.
• The details entered do not match those held on our system. Please check and try again.

35. When I am subscribed to the Update Service and the DBS apply the new filtering rule to remove old and minor convictions, will this change the status of my Certificate?

This would not cause a status change through the Update Service. A status change is only prompted when there is new information to be added, or an offence needs to be changed or amended, or because you have become barred, whereas an offence being filtered out would mean a removal of information from your Certificate.

36. Will I be told if the information on my DBS Certificate changes?

No. If you are subscribed to the Update Service and want to check that your DBS Certificate is still current and that no further information has been identified since it was issued, you can log in to your account and check its status.

37. What is likely to cause a change to my DBS Certificate?

Your DBS Certificate status will change if there has been:

• For all DBS Certificates
  o New convictions, cautions, reprimands or warnings; or
  o Any amendment or change to a current conviction, caution or warning or reprimand
• For Enhanced DBS Certificates
  o Any new, relevant police information
• For Enhanced Certificates with a Barred List check(s)
  o If you become barred for that list(s) checked on the Enhanced Certificate.

38. What can I do if my DBS Certificate status changes but I don’t think it should have?

You should call the DBS on 0870 90 90 811. They will investigate to find out why this has happened and let you know.

39. What is the Update frequency?

When you add your DBS Certificate to your Update Service account the DBS will keep your Certificate up-to-date by regularly* searching to see if any new information has come to light since its issue.

*Regularly means:
• Weekly: Criminal record conviction and barring information will be searched for updates on a weekly basis as this information can change frequently.

• Every nine months: Non-conviction information which is released on relatively few DBS Certificates and changes infrequently will be searched for updates every 9 months.

The frequency condition is based on the number of DBS Certificates which reveal this type of information; the likely risk of new information coming to light in the time period; and the cost of checking for changes.

40. STEMNET or its authorised sub-regional Contract Holder(s) has asked that I get another DBS check because they have found out that new information has come to light. Do I have to get one?

All STEM Ambassadors are required to have an acceptable Enhanced DBS Certificate. If you do not apply for another DBS check you will not be able to continue to be a STEM Ambassador.

41. My new DBS Certificate contains new information. Do I have to show this to STEMNET or its authorised sub-regional Contract Holder(s)?

You are not obliged to show your Certificate to STEMNET or the Contract Holder, but you will not be able to continue as a STEM Ambassador if you do not do so.

If you do not show your new updated DBS Certificate within 28 days of receiving it, STEMNET (as the Registered Body that countersigned your application) may be entitled to request a copy from DBS.

42. STEMNET or its authorised sub-regional Contract Holder(s) has said that they need me to apply for another DBS check but I thought I would never need to apply for one again if I joined the Update Service?

In some cases we may require a new DBS check, for example:

• Your DBS Certificate has been updated and as it is no longer current it has been removed from the Update Service.

• Your DBS Certificate may not be of the same level or type as is required by STEMNET. For example you may have an Enhanced with an Adults’ Barred List check not an Enhanced with a Children’s Barred List check.

• Your DBS Certificate was not issued for the right workforce (ie. for work with children).

43. My certificate has changed: STEMNET has said that they are going to carry out an Early Confirmation check to see if this is because I have been barred from working in Regulated Activity. Do I have to give my permission for them to do this?

STEMNET (or its authorised sub-regional Contract Holder) will need your consent to find this out. We can only request this information if all of the following conditions apply:

• You are subscribed to the Update Service; and

• A Status check has indicated that the certificate is no longer up-to-date'; and
• The certificate included a check of a Barred List(s); and
• You volunteer in a Regulated Activity covered by the Barred List(s); and
• STEMNET has your consent.

44. What will STEMNET find out?

STEMNET will be told if you have become barred from working in Regulated Activity. If you have become barred the DBS would have written to let you know. It is illegal for a Barred Person to work or seek to work in Regulated Activity.

45. STEMNET has carried out an Early Confirmation check and has been told that I have been barred but I don’t know anything about this. What should I do?

You need to contact the DBS Helpdesk on 01325 953 795 or email dbsdispatch@dbs.gsi.gov.uk

46. My status has changed because I was convicted of an offence or was barred but this has now been removed following representations or appeal. Will I need to get a new DBS check?

Yes. The status change is correct because new information existed at the time the status was updated and this information would have appeared on a new certificate if you had applied for a DBS Check at that time. You will need to apply for a new DBS check because your current Certificate is no longer valid.

47. Is the Update Service secure?

Yes it is secure. It is hosted on the DBS secure and accredited system.

48. Is the Update Service available in Welsh?

The online service is available in Welsh.

49. I am a transgender applicant; will my previous gender and identity continue to be protected when joining the Update Service?

Yes. Your previous gender and identity will be protected unless you have given permission for your DBS Certificate to contain this information. If you would like further advice you can email the Sensitive Application Team at sensitive@dbs.gsi.gov.uk or call 0151 676 1452.