



NEW DBS SAFEGUARDING NEW PROCEDURES

12 March 2025

Following the changes to the DBS update renewal, we have become aware that a number of you are experiencing difficulties when completing your annual renewal of your DBS.

This, we believe has been due to the mandatory 2nd stage the government introduced without consultation to ECB, in January 2025. The result is that whilst most of you believe you have updated your DBS i.e., responded to the ECB email and answered the questions, what we have found you have not completed the 2nd stage, hence why you are then receiving messages that your DBS has expired, and you can no longer hold a regulatory position.

To help you going forward we have set out what you need to do:

Stage 1 of the process

You will receive an email from the ECB safeguarding team, inviting you to renew your DBS (example below)

ECB DBS Checks are only valid for 12 months and our records indicate that yours is about to expire.

Your clearance for regulated activity will automatically expire unless you log in and consent to a recheck via the Update Service.

ECB DBS checks are an essential part of ensuring we provide a safe environment for children in cricket, your current DBS check will expire on **30 days**. After this date, your ECB DBS will no longer be valid.

In order to renew your ECB DBS, you **MUST** log in to your account [HERE](#)

Note: by clicking onto the link "Here" this will take you into the renewal section where once you have put in your user name and password (see below) you will be able to answer the questionnaire.

Once you have activated your account and set a password your Username: (this will be provided in the email and will be personal to you) can then be used for any future access. Note it is important to save your user name for future reference and access

Please note that unless you log into your ECB account your clearance cannot be renewed.

Stage 2

Within this email you will also see additional information [this is actually Stage 2 of the process](#), the message will advise you of the following:



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The DBS has updated its processes and will no longer automatically renew subscriptions.

In addition to the process outlined above, to ensure your ECB DBS annual status check is completed, you **MUST** also **manually log in to your Update Service account and renew your subscription.**

Note it is this 2nd stage some of you are missing, and unless you complete both stages your DBS will not be renewed, this is the mandatory stage the government have now imposed.

The email ends with the following message see example below:

Please note, this service remains free of charge.

Steps to Complete Renewal of your Update Service subscription:

1. You should have already received, or will soon receive, an email from **donotreply@dbs.gov.uk** on **00/00/0000**. Please check your inbox for this email
2. **This email contains a link to the Update Service login page and your Update Service ID,** which you'll need to access your account.
3. Once logged in, **click the Renew Subscription link.**

Note if you do not get this email reminder you can still log into the update service manually and complete this 2nd step.

Useful Information:

When you signed up for the update service you will have been given 11 digit ID number, you will need this number, together with your date of birth to login and access the page see below example.



**Disclosure &
Barring Service**

The Update Service



Welcome to the Update Service. Subscribing to this service reduces the need to apply for multiple Certificates when you move from one job to another in the same workforce or when a recheck is required.



Lancashire
Cricket

Organisations can carry out a quick online Status check to see if an individual's Certificate is still up to date - saving you both time and money.

Log in

Log in to maintain your subscription, manage your Certificates, update your contact details and payment details.

Update Service ID [What is this?](#)

Date of birth, for example 14 7 1997

Day

Month

Year

Subscribe to the Update Service?

You can join the Update Service at the same time you apply for a DBS check or within 30 days of the date of issue printed on your Certificate.

[Subscribe to the Update Service](#)

Helpline: 03000 200 190

Note:

If you have forgotten your ID number you can contact them via their helpline highlighted in yellow above.

Once you have successfully logged in you will be invited to click "renew subscription" and that's all, once click it will confirm you have renewed.

For anyone who has not completed the two stages, unfortunately I will have to re invite you to complete a DBS application, as you cannot continue in a regulatory role without one, if you can let me know if you think this applies to you I will sort this out as a priority: I will need the following information:

Full name

Dob

Preferred email address

Please do not hesitate to contact your CDO if you have any questions or issues.