

Disclosure and Barring Service (DBS) Update service consent form

An applicant who has joined the DBS Update service by registering online within 30 days of receiving a DBS certificate can usually reuse their original certificate. The previous check will need to be with the same workforce (children and/or adults) and at the same level as is now needed. We should be able to do the check quickly and without the applicant completing a new DBS form. However, we still need see the original certificate and obtain your permission. This form takes you through the process.

Step 1 Details of the applicant and the role

Name _____	Date of Birth _____
Address _____	

Phone _____	Email address _____

In order to ensure that the role in question is eligible and to ensure the correct level of check please complete the following:-

Name and address of church:

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1. What is the role or position within the church?

See question 3 if you are church trustee and don't work directly with vulnerable groups

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2. **Will this role be working with:** - children/ young people vulnerable adults

3. Give an outline of the applicant's work with children and/or vulnerable adults.

If this is an application for a trustee please briefly describe the church's activities with vulnerable groups:

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4. **How frequently will the applicant be doing this work?** e.g., weekly, monthly etc. _____

5. CHILDRENS WORKERS:

i. Will you be under constant supervision* whilst working with children? **Yes** **No**

NOTE: Supervision means that an individual responsible for the work (who has an enhanced DBS for the role) is present throughout the activity, not that more than one adult is present in the same room.

ii. Will this role include personal care i.e. helping/prompting small/ ill or disabled children with eating/ drinking or with washing/toileting? **Yes** **No**

iii. Will the role involve driving children? **Yes** **No**

6. VULNERABLE ADULTS WORKERS:

Will this role include:-

i. Personal care i.e., helping with toileting, dressing or eating or prompting to eat etc? **Yes** **No**

ii. Help with money/ shopping? **Yes** **No**

iii. Transporting adults for health purposes or care (e.g., doctors, hospital, dentist or collecting someone from a care home etc)? **Yes** **No**

7. Will this role include working with children or adults at the address of the applicant? **Yes** **No**

8. Is this role **Voluntary** **Paid**

Step 2 The disclosure certificate and consent

The applicant must send the original DBS certificate to the Interdenominational Safeguarding Panel office and give permission for us to do a status check online.

The certificate will be returned to the address noted on the certificate as soon as possible.

I have registered with the DBS update service

I enclose my original DBS disclosure certificate.

DBS disclosure certificate number: _____

Note: we will not be able to do the check unless the certificate you provide is registered with the update service

I _____(name) give permission for the Interdenominational Safeguarding Panel to carry out a DBS status check using the above noted certificate.

If for any reason this check cannot be completed electronically I understand that I will need to complete a new DBS application form.

Signature (applicant) _____ Date _____

Step 3 Identity Check

Unless you are presenting your certificate in person at the panel office you will need to show an identity document (driving license, passport or birth certificate etc.) to a Panel verifier or your church leader, elder, deacon and ask them to complete the declaration below.

I _____ (name)

Of: _____(address)

have confirmed the identity of the person named above by inspecting the document(s) noted below:

Details of the document(s): _____

(Please note the document type and reference number e.g., passport number / expiry date)

Signature _____

Date _____

Role _____(verifier or officer within the church)

Please send this form and the original DBS certificate to to the Panel office:-

Mrs Sian Jones Interdenominational Safeguarding Panel,

Unit 1 Vale Parc, Colomendy Industrial Estate, Denbigh, LL16 5TA

For more information please contact us on 01745 817584 or email sian@panel.cymru