

Disclosure and Barring Service (DBS) Update Service Consent Form



An applicant who has received a DBS certificate since June 2013 has had the option to register with the DBS Update service by registering online within 19 days of receiving their certificate.

Where this has been done and if the previous check is at the same level as is now needed we should be able to do the required check without the applicant needing to complete a new DBS form. However there are still some steps that need to be taken. This form will guide you through the relevant steps

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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What is the role or position within the church?

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Give an outline of the work with children and/or vulnerable adults

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How frequently will the applicant be doing this work? E.g. weekly, monthly etc.

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

CHILDRENS WORKERS:

i. Will the applicant be under constant supervision? Yes No

please note: the supervisor must have an enhanced disclosure with a check of the barring list. Working with others in the same room does not necessarily class as supervision.

ii. Will this role include personal care i.e. helping a child with toileting, dressing or eating or prompting a child to do so?- Yes No

VULNERABLE ADULTS WORKERS:

Will this role include:-

i. Personal care i.e. Helping with toileting dressing or eating, 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

Will this role include working with children or adults at the address of the applicant?

Yes

No

Is this role

voluntary

Paid

Step 2 the Disclosure certificate and consent

The applicant must send the original DBS certificate to the Interdenominational Protection Panel Office and give permission for us to do a status check on line. The certificate will be returned as soon as possible.

I have registered with the DBS update service

I enclose my original DBS disclosure certificate.

Certificate number of the DBS disclosure certificate: _____

I give permission for the Interdenominational Protection Panel to carry out a status check using the above noted certificate.

Signature (Applicant) _____ **Date** _____

Step 3 Identity Check

Unless you are presenting your certificate in person to the IPP 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)

Confirm that I 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 _____ **verifier / church officer**

Date _____

Role _____ **(Verifier or officer within the church)**

Please return this form to the IPP along with the original certificate to:-

Mrs Sian Jones

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

For more information please contact us on 01745 817584 or email sian@paneldiogelwch.org.uk