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| **Disclosure and Barring Service (DBS) Checks Consent Form** |
| Volunteer’s Name \* |  |
| Address \* |  |
| Date of Birth \* |  |
| Telephone Number \* |  |
| E mail address \* |  |
| Date Registered with the Update Service |  |
| DBS Certificate Number |  |
| I have joined the Update Service and I give permission for **Help in Thursley** to check my current status when the committee deem necessary |
| Signature \* |  |
| Date \* |  |
| Date Certificate seen and by whom |  |
| Certificate Clear | Yes No (If not clear, take copy with volunteers permission and attach)  |

*\* Please complete all boxes with an asterisk*

When you re- check a DBS after three years (or whenever it is deemed necessary) you will need to go onto the DBS Update Service web site and then click onto “check someone’s DBS certificate status online”. You should then record as shown below.

|  |  |  |
| --- | --- | --- |
| DATE RE-CHECKED | BY WHOM | CHANGES |
|  |  | YES/NO |
|  |  | YES/NO |
|  |  | YES/NO |
|  |  | YES/NO |
|  |  | YES/NO |
|  |  | YES/NO |
|  |  | YES/NO |
|  |  | YES/NO |
|  |  | YES/NO |

If there has been a change, the only way you will know what has happened is by asking the volunteer to do another DBS check with an authorised Umbrella organisation e.g. Surrey Community Action