

## The process of a new members DBS application OR Existing members who have not subscribed to the DBS Update Service

Members complete a DBS application form (following the usual ID procedures) and return to Folk office for processing



**(OPTIONAL)** Members can join the DBS Update Scheme (Free of charge for volunteers). Instructions will be available as an insert in every DBS application form. We should encourage members to sign up, its fairly simple and no need to notify Folk Office.



Once processed **ONLY** the member will receive a copy of the DBS certificate.



The member **MUST** show their certificate to their Membership Secretary on request. All information must be treated sensitively and confidentially.



Once the Membership Secretary has seen the DBS certificate they must complete the **DBS certificates returns form** and return to Folk Office asap. If after 30days of Folk office sending the DBS application off to the Bureau for processing and have not received notification from the Membership Secretary we will begin to chase the status of the application.



If there are any convictions, reprimands , warnings or cautions listed on a members certificate please advise Folk Office via the **DBS certificates returns form** and WE WILL carry out necessary assessments and contact the Membership Secretary of the outcome.



When as DBS is due for renewal (every 3years) and a member is subscribed to the update service follow the steps on '**How to process an Update Service Check**'. If they 've not subscribed to the update service complete the steps above.

## How to process an Update Service Check (please use this route if a member has subscribed to the DBS update service either with Woodcraft or External Org)

If a member has already joined the scheme you **DO NOT** have to fill in a purple DBS application form.



The member **MUST** show their current DBS certificate to the Membership secretary and complete Section A of the **DBS update Service check** form. If they have misplaced their certificate they will have to complete a purple DBS application form and follow the steps as a new DBS check.



Once the Membership Secretary has seen the DBS certificate they will also be required to witness at least one piece of photographic ID and complete Section B of the **DBS Update Service Check** form and return to Folk Office.



On receipt of the form Folk Office will carry out the online check.



If there have been any changes to their DBS record since their last certificate was produced we will notify the member (& Membership Secretary ) advising them to complete a purple DBS application form following the steps as new DBS check.



If the check comes reports no changes to their DBS record neither the Membership Secretary of member will be contacted and they should assume all is okay.

This process will be repeated every 3 years when a DBS renewal has been sent Or until the member unsubscribes from the DBS update service.