

## DBS Update Service Check

Woodcraft Folk members who have subscribed to the Update Service scheme using a DBS certificate processed by another organisation should complete this form unless the certificate was obtained for only working with vulnerable adults or a standard check. As well as completing this form **they must show** their current DBS disclosure certificate to their local Membership Secretary along with proof of ID. Using the details from this form Folk Office can run the online check.



**In the case above Membership Secretaries must see proof of ID & DBS certificate AND fill in Section B of this application form.**

**Woodcraft Folk**  
Education for Social Change

If the DBS application was processed by Woodcraft Folk and the certificate has already been witnessed, the member only has to give consent to run the online check and return the form to Folk Office for processing. If a member has already consented to automatic DBS renewal they do not need to complete this form unless they're advised to by Folk Office.

**Section A to be completed by the applicant** (If your certificate was processed by Woodcraft Folk please just complete the consent section below)

Name \_\_\_\_\_

Address \_\_\_\_\_

Post code \_\_\_\_\_ Telephone \_\_\_\_\_

Date of Birth dd/mm/yyyy

DBS certificate number \_\_\_\_\_

Disclosure type (please circle)      **child**      **vulnerable adults**

Disclosure level (please circle)      **standard**      **enhanced**

Date certificate was issued dd/mm/yyyy

Name of organisation who processed DBS application \_\_\_\_\_

**I consent to the Woodcraft Folk carrying out an Update Service online check on my behalf.**

Sign \_\_\_\_\_

Date dd/mm/yyyy

Woodcraft Folk policy requires all volunteers helping in a group to be DBS checked every 3 years. If you would like Woodcraft Folk to automatically renew your DBS using your Update Service Subscription and running an online check, please tick here.   
*Automatic DBS renewals will only be carried out if your Woodcraft membership is up to date.*

**Section B** to be completed by the Membership Secretary

I have checked their ID      I       have checked their DBS certificate     

**Please detail below any** convictions, reprimands, cautions or warnings listed on the DBS certificate:  
(please leave blank if nothing is listed on their certificate)

\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Now send this form to : **Woodcraft Folk**, Units 9 & 10, 83 Crampton Street, London, SE17 3BQ

Woodcraft Folk is a registered charity in England & Wales (1148195) and in Scotland (SC039791). And a Limited Company, registered in England & Wales, Company No. 8133727. Information on this form will be stored in the Woodcraft Folk database and used only for Woodcraft Folk purposes. We do not exchange any data with any external agencies. The Data Protection Act entitles you to know what information we hold about you. New information you provide here may be added to your record. Updated: January 2010

## **Guidance on the DBS Update Service Check Form**

You must only use this form if you have signed up online to the DBS update service.

Along with completing this form you must show the following documents to your Membership Secretary

- **Current DBS certificate**
- **1 x Photographic proof of ID**
- **Proof of address**

If the status of your DBS check has changed we will ask you to complete a new DBS application form.