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| **Who does this apply to:****PCC member** elected (Church Representation Rules followed and forms completed)**New Volunteer Recruited** (Only Volunteers that SRPM applies to) (SRPM policy followed)**Renewal** of any of the above (note all Clergy/PTO/Reader DBS checks will be generated by DBS Admin see separate process chart) |

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**Online Update Service Check Process Chart**

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| **PSO / Clergy/ Other** Informs DBS Admin a DBS check needs doing with information as to:* Who & Email details
* The safer recruitment process and confidential declaration form have been completed
* The role description
* The consent form with the verifiers ID checking details
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| **Applicant** sends DBS Administrator their DBS Certificate and consent form if not already sent.  |

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| **DBS Admin** checks the online update service.  |

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| **DBS Admin** sends notification to Parish and records information (CMS and DBS excel). Parish needs to keep a copy and take details too. |