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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. |