**Update Service**

If any applicants have joined the Update Service, they should from now on inform their Safeguarding Parish Representative who will keep a record, this will need to be kept locked up in the parish office. As the Safeguarding Self Declaration Form states that DBS checks now have to be carried out every three years, this now means that any applicant that has applied to the Update Service will need to complete a new Safeguarding Self Declaration Form after three years since the DBS was first applied for, thereby giving permission (by signing the form) to the Safeguarding Office to carry out a Status Check. The completed Safeguarding Self Declaration Forms should be sent in a sealed envelope by Recorded Delivery to the Safeguarding Office. Before this Status Check is carried out the applicant will need to declare any changes to their circumstances e.g. a change in workforce or type of activity, a name or address change. If there is a change in name, a new disclosure will need to be applied for.

If an applicant wishes to withdraw consent for the Church to carry out a status check, the applicant should contact the Safeguarding Office and they will be suspended from volunteering in the Church with immediate effect. The Safeguarding Office will send the applicant a form to complete which will be filed with the original Safeguarding Self Declaration Form in the Safeguarding Office.

JP 06/19