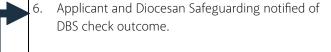


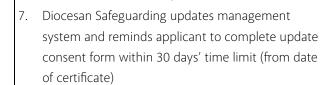
FOUNDATION DIRECTOR OR GOVERNOR DBS PROCESS

September 2024

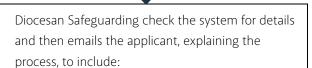
Potential Foundation Director/Governor submits
 <u>Application Form</u> to Diocesan Education Service
 (DES)



2. DES emails Diocesan Safeguarding to ask for DBS process to begin.

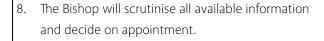


Completed consent forms emailed to E: schoolgovernance@abdiocese.org.uk and filed.



• Documents and forms required

- Name/parish of possible documentation verifier
- Importance of signing for the Update Service/ email the consent form





4. Applicant completes forms, has documents verified and information is returned to Diocesan Safeguarding.



DES informs the school clerk of DBS level and number so that it can be added to school Single Central Record.



5. Diocesan Safeguarding submits DBS application.



10. Management system highlights when update check is required.