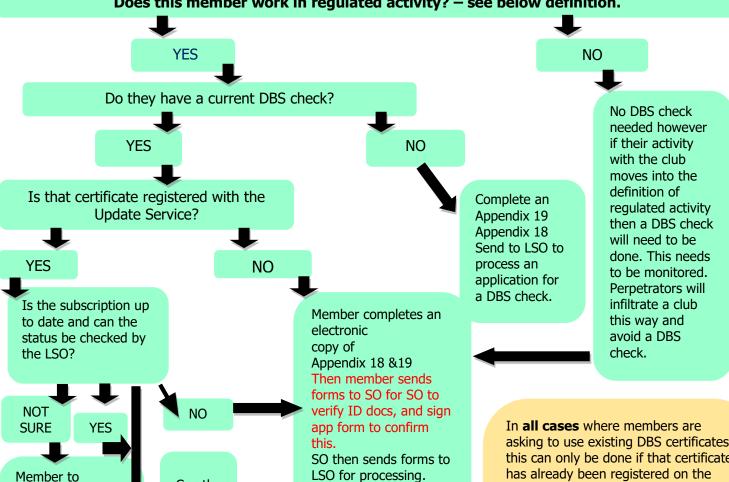
Cymdeithas Achub Bywyd o'r Môr Cymru Surf Life Saving Association of Wales

Surf Life Saving Association of Wales – Appendix 26a **DBS and Update Service Flowchart**

Are they a current live member of the club? - No, only send form when they have membership Does this member work in regulated activity? – see below definition.



Send to LSO to process

Any certificate can only

be registered with the

Update Service within

19 days so another one

will need to be done as

the members' current

one cannot be added

(unless they had within

an application for a

DBS check.

19 days)

This certificate can be used.

complete an

SO to send to

LSO. A status

and if DBS is

be used and

DBS return.

Appendix 19a and

check will be done

registered on the

that DBS cert can

added to the clubs

Update Service

If the member fails to keep up their subscription then a new DBS check needs to be done at a charge of £4.50 to the member. That DBS certificate will then be registered to the Update Service so status checks can be done.

NO

Can the

details

be seen

on

Update

Service?

asking to use existing DBS certificates, this can only be done if that certificate has already been registered on the Update Service and the status can be checked by the LSO.

Annual subscriptions for existing nonvolunteer DBS's must be maintained and if they are not, that certificate won't show on the Update Service and if a member wished to continue in regulated activity with SLSAW a new DBS will need to be done.

It must also show the same level of checks required by SLSAW - Enhanced & Child Barring.

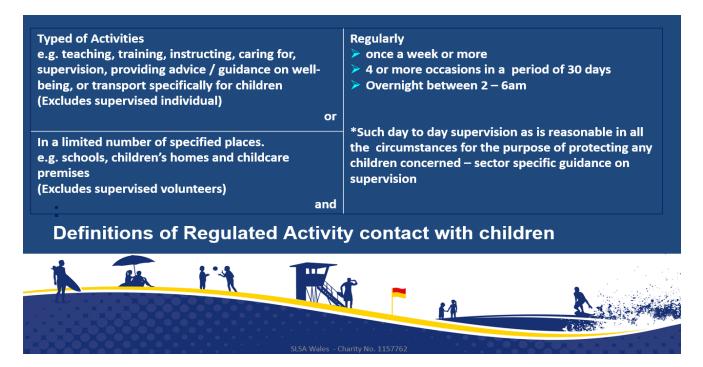
If the above two conditions don't apply, then that certificate can't be used.



Cymdeithas Achub Bywyd o'r Môr Cymru Surf Life Saving Association of Wales

When validating ID documents, it is best practice to carry the examination of ID documents out faceto-face or with a live video link as an alternative method so you can identify the face from the ID. The applicant must present the original versions of these documents when they first attend their volunteering role.

Regulated Activity definition



If you are unsure always ask.

If the volunteer already has a DBS certificate, SO's must in all instances check that it contains advanced and child barring search.

SLSA Wales Child Safeguarding Policy 2023 - Version controlled V2 14/2/21

