



St John's Church of England Primary School

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Dear Parents/Carers,

From 1st November, we are changing the way DBS checks are carried out for all new volunteers at St John's Primary School.

Going forward, if you wish to become a volunteer, you will need to apply for your own DBS check and enrol in the DBS Volunteer Update Service.

We are introducing this new process because, while there is no cost to you, it costs the school £3.00 to process each volunteer's digital ID check. As we carry out a large number of volunteer DBS checks every year, this adds up to around £1,000 annually — a significant expense that comes directly from our already stretched school budget. By following the updated procedure, you'll be helping us manage these costs more effectively and ensure that our funds can be directed toward supporting the children and essential resources.

What is the DBS Volunteer Update Service?

The Volunteer Update Service is a free, online subscription provided by the UK's Disclosure and Barring Service (DBS). It allows you to:

- Keep your enhanced DBS certificate up to date.
- Reuse the same certificate for similar volunteer roles.
- Enable organisations (like us) to check the status of your certificate online with your consent.
- Save time and money on future DBS checks.

When to Apply

You can join the update service in one of two ways:

- At the time of your DBS application – Ask for the application form reference number and use it to sign up immediately (recommended).
- After receiving your certificate – You can join using the certificate number, but you must do so within 30 days of the certificate's issue date.

⚠ Important: If you do not join the service within 30 days of the issue date, your certificate will not be eligible for the update service and a new DBS check will be required in the future.

Key Points to Remember

- There is no cost to join the update service if you are a volunteer.
- If we already hold a valid DBS certificate for you, you do not need to take any action at this time.
- However, when your DBS comes up for renewal, you will be required to follow the new process and join the update service.

We appreciate your support and understanding as we implement this more streamlined and sustainable approach to safeguarding.

Kind regards

A N Nicholls

Mrs Angela Nicholls
Headteacher