

HOW TO OBTAIN A DISCLOURE AND BARRING SERVICE (DBS) CERTIFICATE

1. Step 1

You need to ask your club Child Protection Lead to obtain an application form (they are serial numbered) from an agency called Momentum Norfolk. Their contact details are:

Momentum Norfolk
Room 11 Diamond House
Vulcan Road North
Norwich
Norfolk
NR6 6AQ

Telephone: 01603 672333 | Mobile: 07823 537312
www.momentumnorfolk.org.uk | www.facebook.com/MomentumNorfolk

The level of check required is ENHANCED. The current cost at 1st Feb 2019 is £18.

Momentum will send out a serial numbered paper application document and evidence checklist.

The gliding club Child Protection Officer will complete the form with the applicant and do the evidence checking.

Evidence of the individual's identity will be required, for example a photo ID such as a valid passport or photo driving licence, as well as a bank statement (no older than 3 months) or Council Tax bill or utility bill which will need to include the individual's name and address.

2. Step 2

Please ensure that the completed application form along with the documentary evidence sheet is sent to (please note the different address!);

Momentum Norfolk
2-16 Colegate
Norwich
NR3 1BQ

3. Step 3

On receipt of the DBS certificate, the certificate holder should show the DBS certificate to the club Child Protection Officer, who will complete the process.

If you have any questions, please contact lizzie@gliding.co.uk

BGA 6 Mar 19