



As part of our ongoing child protection policy it is a requirement that ALL staff and volunteers working with Norwich Puppet Theatre have a valid DBS Certificate.

If you already have a DBS Certificate from your employment, or another voluntary position, please bring your current document with you to the Theatre so we can validate it and update our records.

If you do NOT have a current DBS Certificate then please follow the following procedure:

- 1) Phone the DBS Certificate application line on 03000 200 190
  - 2) You select option 2 for DBS Enhanced Certificate application
  - 3) When asked you are applying for an Enhanced Application
  - 4) The Registered Body Number is: 20712100000  
Registered Body is the Independent Theatre Council
  - 5) You will be asked for your full name, address, how long you have lived at that address, date of birth, and whether it is a paid or voluntary position.
- It is important that you state it is **voluntary** as there is no charge to us for processing your application.

You will be sent the DBS check form partially filled in.

You check/complete the form and sign in Section E

You then bring the form to the theatre with ORIGINALS of identification for us to check including something with your NI number on.

We then send the application off on your behalf. **You** will in due course (2-3 weeks) receive the DBS Certificate which we then need to see to update our records accordingly.

**Please note** that you are now able to register for the DBS Update service. As a volunteer this should not cost you, but means that you can then take this DBS Certificate to other employers. Further information on this service is available at: <https://www.gov.uk/dbs-update-service>

It is **IMPORTANT** that when you bring your DBS form for checking to the office that you also bring the **attached letter** completed and signed. It is a requirement by DBS and the ITC because of compliance with the new GDPR (data protection) regulations.

Thank you for taking the time to read this far, and to proceed with the DBS Certificate application. If there are any questions do not hesitate to contact me at the Theatre.

Yours sincerely,  
Peter Beck  
Director

Norwich Puppet Theatre

St James, Whitefriars, Norwich NR3 1TN – Tel 01603 615564; E-mail [info@puppettheatre.co.uk](mailto:info@puppettheatre.co.uk)  
Norwich Puppet Theatre is a registered charity number 271041



**GDPR and Data Protection Letter of Consent**

**Name**

\_\_\_\_\_

**DBS Application number**

\_\_\_\_\_

**Address**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read the Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application.”

Signed \_\_\_\_\_

Dated \_\_\_\_\_