Subject: CHILD PROTECTION: PRE-EMPLOYMENT CHECKING OF PERSONS TO WORK IN SCHOOLS – NEW ARRANGEMENTS

Target Audience:
For Information and Action:
- Principals and Boards of Governors of Grant-Aided Schools
- Education and Library Boards
- Council for Catholic Maintained Schools
- Council for Curriculum, Examinations and Assessment

For Information Only
- Association of Governing Bodies of Grammar Schools;
- Northern Ireland Council for Integrated Education;
- Comhairle na Gaelscolaíochta;
- Proprietors of Independent Schools
- Teacher Unions, NIPSA and UNISON

Governor Awareness: Essential

Status of Contents: Information, Guidance and Implementation for schools

Summary of Contents:
From 1 April 2008 responsibility for undertaking criminal history background checks transfers from PSNI Criminal Records Office to a new organisation called AccessNI. This Circular sets out the process which all grant-aided schools must use to request pre-employment criminal history background checks on prospective employees, volunteers and school governors from that date. Other changes to apply from that date are covered in this Circular.

Enquiries:
Any enquiries about the contents of this Circular should be addressed to:

Dorina Edgar
Pupil Support Unit
Department of Education
Rathgael House
Balloo Road
BANGOR BT19 7PR

Circular Number: 2008/03
Date of Issue: 13 March 2008

Related Documents:
Circular 2006/6
Circular 2006/25

Superseded Documents:
DOR 02

Expiry Date: Not applicable

DE Website: http://www.deni.gov.uk
Tel: 028 91279346
Fax: 028 91279100
Email:dorina.edgar@deni.gov.uk
**Introduction**

1. Plans are in preparation to minimise the possibility that unsuitable persons can work or have access to children or vulnerable adults. The planned changes cover vetting before taking up employment, monitoring while in employment to ensure continued suitability and barring from employment following a relevant conviction or misconduct. This Circular deals with the first of these changes – new arrangements for checking a person’s criminal history background.

2. At 1 April 2008 the criminal background checking service provided by PSNI Criminal Records Office will transfer to a new organisation called AccessNI. The service which AccessNI will have some key differences, in particular:

   - Three different levels of checking – basic, standard and enhanced disclosure – will be available. Only prospective employers can ask for a standard or an enhanced disclosure;
   - The identity of the person must be verified before an application is made for a disclosure about criminal background;
   - A fee is payable for every disclosure completed; and
   - Applications for a standard or enhanced disclosure will only be accepted by AccessNI from a registered body, that is, an organisation formally registered with it for that purpose.

3. This Circular sets out the process which the Department has put in place to allow grant-aided schools to have pre-employment criminal background checks on prospective employees, volunteers and school governors completed and paid for. The arrangements are intended to keep change to the current system to a minimum and to pay for all completed checks centrally.

   **Please note:** The arrangements contained in this Circular apply unless a school has received other instructions from the relevant employing authority.

**How will the new process work?**

4. In brief, the process will be as follows:

   - The prospective employee, volunteer or school governor completes a Disclosure Certificate Application Form (formerly the DOR Form);
   - The identity of the applicant is verified by the school’s Principal and an Identity Verification Form is signed to that effect;
   - The Disclosure Certificate Application Form and Identity Verification Form are sent to the appropriate registered body (the relevant Education and Library Board, the Council for Catholic Maintained Schools or the Department depending on school management type and position);
   - The registered body endorses the Disclosure Certificate Application Form and forwards it to AccessNI;
• AccessNI will carry out the check and issue a Disclosure Certificate to both the registered body and the applicant;

• The registered body will be billed by AccessNI for Disclosure Certificates which have been issued; and

• The bill will be passed to the Department for payment.

What type of disclosure is needed for working in schools?

5. From 1 April 2008 all persons joining a school’s staff, including volunteers and governors will require an Enhanced Disclosure Certificate. An Enhanced Disclosure Certificate shows the details of spent and unspent convictions and cautions as well as any other relevant information held in police records or other law enforcement agencies. This can include information about attempted prosecutions that were unsuccessful or behaviour that might be indicative of criminal activity.

When should an application for an Enhanced Disclosure Certificate be made?

6. An application for an Enhanced Disclosure will be made by the Employing Authority as soon as the candidate has been recommended for appointment. As an Enhanced Disclosure requires a more detailed background search it will take AccessNI a minimum of 4 weeks to complete. You should allow at least 6 weeks for this particular stage in the Recruitment and Selection process.

7. The applicant (the person to be checked) must complete a Disclosure Certificate Application Form. A copy of this form is attached at Appendix A and can also be found at www.accessni.gov.uk. The applicant should complete Parts B and C.

Please note: All requests for criminal background checks submitted from 17 March 2008 must use the new Disclosure Certificate Application Form.

How is an applicant’s identity verified?

8. The Principal of a school is responsible for verifying the identity of the applicant. Three documents must be produced in the name of the applicant and at least one of these should include photographic identification. Details of documents which are valid for identification purposes can be found in Appendix B.
9. The Principal must sign and date an Identity Verification Form for the recommended candidate to confirm that the identity has been verified. A specimen form is shown at Appendix C.

10. Disclosure Certificate Application Form and the Identity Verification Form should then be sent to the appropriate Registered Body.

**Which Registered Body should be used?**

11. The school management type and the occupation determine which registered body should be used. The details are in the following table:-

<table>
<thead>
<tr>
<th>School Management Type</th>
<th>Position/Occupation</th>
<th>Registered Body</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Controlled</td>
<td>Teaching and Non-teaching</td>
<td>Relevant Education and Library Board</td>
<td>Head of Human Resources</td>
</tr>
<tr>
<td>Catholic Maintained</td>
<td>Teachers</td>
<td>Council for Catholic Maintained Schools</td>
<td>Head of Human Resources</td>
</tr>
<tr>
<td>Catholic Maintained</td>
<td>Non teaching staff</td>
<td>Relevant Education and Library Board</td>
<td>Head of Human Resources</td>
</tr>
<tr>
<td>Other maintained</td>
<td>Teaching and non-teaching</td>
<td>Relevant Education and Library Board</td>
<td>Head of Human Resources</td>
</tr>
<tr>
<td>Irish medium</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Integrated (grant-maintained)</td>
<td></td>
<td>Department of Education</td>
<td>Teachers’ Pay and Pensions Branch</td>
</tr>
</tbody>
</table>
Disclosure Certificate Application Form

For AccessNI purposes only

Reference number

About this form

AccessNI Guide and website contain step by step instructions to help you complete this Application Form. Please visit www.accessnionline.uk or consult the Guide.

Data Protection

Information on this Form will be treated in confidence. AccessNI is registered with the Information Commissioner and data supplied by you on this Form will be processed in accordance with the provisions of the Data Protection Act 1998. The full protection statement is set out in section 1.10 of the Guide.

Basic Disclosures

Applicants should complete Parts A, B and C.

Standard and Enhanced Disclosures

Applicants should complete Parts B and C before returning the Form to the Registered Body.

Please complete this Application Form in CAPITAL letters and use black ink. Failure to complete the Form correctly may result in a delay or the Form being returned unprocessed.

The details provided on this Application Form may be referred by AccessNI to Government data sources specified in the Police Act 1997 (as amended) for matching purposes. Where a match is found data may be released to AccessNI for inclusion on the Disclosure Certificate. The details provided may also be used to update data source records where necessary and they may also be used to confirm identity against external data sources using an electronic authentication product.
# Proving your identity

You will be asked to produce several documents to prove your identity. If you are applying for a Basic Disclosure on your own behalf you will need your identification verified by a PSNI officer (D1). In all other cases the person who asked you to complete this Form (eg your prospective employer) must verify your identification. Acceptable identity documents are listed below.

**Valid Identification Documents**

Three documents must be produced in the name of the Applicant; one from Group 1 and two from Group 2. If this is not possible, then five documents from Group 2 must be produced. It is preferred that at least one of these documents includes photographic identification.

## Group 1
- Valid passport (any nationality)
- UK Driving Licence Full or Provisional – England/Wales/Scotland/Northern Ireland/Isle of Man, either photocard or paper (a photocard is only valid if accompanied with the paper counterpart)
- Original UK birth certificate (issued within 12 months of date of birth, full or short form acceptable)
- Valid photo ID card (EU countries only)
- UK Firearms licence
- HM Forces ID card (UK)
- Adoption Certificate (UK)

## Group 2
- Marriage certificate/Civil Partnership Certificate
- Non-original UK birth certificate (issued after 12 months of date of birth, full or short form acceptable)
- P45/P60 statement
- Utility bill (electricity, gas, water, telephone – including mobile phone contract/bill)
- Valid TV licence
- Credit card statement
- Store card statement
- Mortgage statement
- Valid insurance certificate
- Certificate of British nationality
- British work permit/visa
- Asylum Registration Card
- AccessNI Disclosure Certificate
- Personal correspondence or a document from a Government Department
- Bank or Building Society Document
- Financial statement e.g. pension, endowment, ISA
- Valid vehicle registration document
- Mail order catalogue statement
- Court summons
- Valid NHS card
- Court Claim Form
- Addressed payslip
- National Insurance number card
- Examination certificate (e.g. GCSE, NVQ)
- Letter from a Head Teacher
- Child benefit book
- Smartcard

* documentation must be less than 3 months old

** documentation must be issued within the last 12 months
**PART A  Type of application**

- Type of application: [ ] Basic  [ ] Standard  [ ] Enhanced  [ ] Cross (x) one box only

**PART B  Personal details**

- **B1 Title**: Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Dr [ ]  Other [ ]
- **If Other**: please give details

- **B2 Surname**

- **B3 Forename(s)**

- **B4 Name usually known by**

- **B5 Surname at birth**
  - (If different)
  - used until [ ] [ ] [ ]

- **B6 Any other surname(s) used?** Yes [ ]  No [ ]
  - (If Yes - give name(s))
  - and date(s) used from [ ] [ ] [ ]
  - used until [ ] [ ] [ ]

- **B7 Any other forename(s) used?** Yes [ ]  No [ ]
  - (If Yes - give name(s))
  - and date(s) used from [ ] [ ] [ ]
  - used until [ ] [ ] [ ]

- **B8 Gender**: Male [ ]  Female [ ]

- **B9 Date of birth** [ ] [ ] [ ]

- **B10 Place of birth**
  - Town
  - Country

- **B11 Mother’s maiden name**

- **B12 National insurance number**

- **B13 Driving licence number**

- **B14 Passport number**

- **B15 Home telephone number**
  - with STD code

- **B16 Preferred contact number**

- **B17 E-mail address**
PART B  Personal details - continued

B18  Current address

B19  Town / City

B20  County

B21  Postcode

B22  Lived at this address since

B23  Delivery address
(If different from above)

B24  Town / City

B25  County

B26  Postcode

If you have lived at this address for less than 5 years please give all your previous addresses and dates of residence for the last 5 years below.
If your address history exceeds the space available, you may use an additional sheet. If you have to use additional pages please ensure that you add your name, address and date of birth at the top of each additional page.

My previous addresses over the last 5 years were:

B27  Address

B28  Town / City

B29  County

B30  Postcode

B31  Lived at this address from to

B32  Address

B33  Town / City

B34  County

B35  Postcode

B36  Lived at this address from to
PART C  Declaration by Applicant

Declaration by Applicant

Information you have supplied on this Form, and any other additional information you have supplied to support this application, may be passed to other government organisations and law enforcement agencies.

I declare that, to the best of my knowledge and belief, all of the information I have given in connection with this application is full and correct in every respect. I undertake to supply any additional information that may be required by AccessNI to verify the particulars given and also to inform AccessNI immediately of any alteration to these particulars.

Warning – It is an offence if you knowingly make a false statement for the purpose of obtaining, or enabling another person to obtain any level of Disclosure. The work of AccessNI includes checking that all the information given is genuine.

By signing below you are agreeing to the above conditions of application.

Signature of Applicant

Name (in CAPITALS)

Date

Next Step

For Basic Disclosures

Unless you have been otherwise advised, you must take this Form to a PSNI station along with appropriate identification (see page 2). Once your identity has been confirmed, forward this Form, along with the correct payment (see Part F), to AccessNI.

Standard and Enhanced Disclosures

You must return this Form to the person who asked you to complete it.

• If you are paying for this Disclosure, please complete Part F of this Form.

• If the person who asked you to complete this Form is paying on your behalf, you should return the Form to them leaving Part F blank.
PART D  Basic check identification - to be completed by the PSNI

D1 When an individual is seeking a check on themselves they must have their identity evidenced and verified at a PSNI station (unless they have been advised otherwise). If this is not possible, please contact AccessNI for advice.

Please see Guidance Notes for acceptable means of identification.

Evidence seen and checked by PSNI

PSNI Officer's name

PSNI Officer's number

PSNI Station Stamp

[Stamp]


Date

[ ] / [ ] / [ ]
PART E  Standard and Enhanced Checks only - to be completed by the Registered Body

Details of the position for which the certificate is being requested.

<table>
<thead>
<tr>
<th>E1</th>
<th>Position applied for</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E2</th>
<th>Organisation Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E3</th>
<th>Will the work be carried out at the home address of the Applicant?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes [ ] No [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E4</th>
<th>As a Registered Person, do you confirm that the certificate is required for the purposes of an Exempted Question?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes [ ] No [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E5</th>
<th>As a Registered Person, do you confirm that the certificate is required for a Prescribed Purpose!</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes [ ] No [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E6</th>
<th>Does this role qualify for a search of the Lists of Individuals Disqualified from Working with Children?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes [ ] No [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E7</th>
<th>Does this role qualify for a search of the Lists of Individuals Disqualified from Working with Adults at Risk?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes [ ] No [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E8</th>
<th>Identity confirmed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E9</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[    ]/ [    ]/ [    ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E10</th>
<th>Registered Body Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E11</th>
<th>Registered Body Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E12</th>
<th>Countersignatory Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PART F  Method of Payment

Please note - AccessNI does not accept cash payments.

F1

<table>
<thead>
<tr>
<th>On Account</th>
<th>Maestro</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Visa</th>
<th>Postal Order enclosed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Delta</th>
<th>Volunteer (see pension)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No payment required</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- this applies to Standard and Enhanced Disclosures only.

<table>
<thead>
<tr>
<th>MasterCard</th>
<th>Cheque endorsed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Please make cheques payable to Access NI. We recommend this cheques is completed block ink.</td>
</tr>
</tbody>
</table>

F2  Cheque Payment - please complete the boxes below

Sort Code  /  /  

Account number  

Cheque number  

Other  

Initials  (For AccessNI purposes only)  

F3  Credit / Debit Card Payments - please complete the boxes below

Card number  

Expiry date  /  

Issue number (Maestro only)  

Start date  /  

Card security code  

Name on card  

Signature  

Signature date  /  /  

Page 6 of 9
Part G  Declaration by Registered Person

I declare that, to the best of my knowledge and belief, all of the information that I have given in connection with this application is full and correct. I undertake to supply any additional information that may be required by AccessNI to verify the particulars given and also to inform Access Northern Ireland immediately of any alterations to these particulars.

Warning
It is an offence if you knowingly make a false statement for the purpose of obtaining, or enabling another person to obtain, a Disclosure.

The signature you supply here will be checked against the sample you supplied on the Registration Application.

G1  Signature of Registered Person

G2  Name of Registered Person (CAPITAL letters)

G3  Date  _____ / _____ / _____

The details provided on the application form may be referred by AccessNI to the government data sources specified in legislation for matching purposes. Where a match is found data may be released to AccessNI for inclusion on the disclosure certificate. The details provided may also be used to update data source records where necessary. The details provided on your application form may be used to confirm your identity against external data sources using an electronic authentication product.

Completed applications should be sent to: AccessNI
Brooklyn
65 Knock Road
Belfast
BTS 6LE

* The Police Act 1997 (as amended)
APPENDIX B

VALIDATION OF IDENTIFICATION – ACCEPTABLE DOCUMENTS

Three documents must be produced in the name of the applicant; one from Group 1 and two from Group 2. If this is not possible, then 5 documents from Group 2 must be produced. At least one document must include photographic identification.

<table>
<thead>
<tr>
<th>Group 1</th>
<th>Group 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Valid passport (any nationality)</td>
<td>• Marriage certificate/Civil Partnership Certificate</td>
</tr>
<tr>
<td>• UK Driving Licence – Full or Provisional – England, Wales, Scotland, Northern Ireland, Isle of man: either photocard or paper(a photocard is only valid if accompanied with the paper counterpart)</td>
<td>• Non-original UK Birth Certificate (issued after 12 months from date of birth, full or short form acceptable)</td>
</tr>
<tr>
<td>• Original UK Birth Certificate (issued within 12 months of the date of birth, full or short form acceptable)</td>
<td>• P45/P60 Statement</td>
</tr>
<tr>
<td>• Valid photo identity card (EU countries only)</td>
<td>• Utility Bill (includes mobile phone contract/bill)</td>
</tr>
<tr>
<td>• UK Firearms Licence</td>
<td>• Valid TV licence</td>
</tr>
<tr>
<td>• HM Forces ID Card (UK)</td>
<td>• Credit Card Statement</td>
</tr>
<tr>
<td>• Adoption Certificate (UK)</td>
<td>• Store Card Statement</td>
</tr>
<tr>
<td></td>
<td>• Mortgage Statement</td>
</tr>
<tr>
<td></td>
<td>• Valid insurance certificate</td>
</tr>
<tr>
<td></td>
<td>• Certificate of British nationality</td>
</tr>
<tr>
<td></td>
<td>• British work permit/visa**</td>
</tr>
<tr>
<td></td>
<td>• Asylum Registration Card</td>
</tr>
<tr>
<td></td>
<td>• AccessNI Disclosure certificate</td>
</tr>
<tr>
<td></td>
<td>• Personal Correspondence or a document from a Government department*</td>
</tr>
<tr>
<td></td>
<td>• Bank or Building Society Document **</td>
</tr>
<tr>
<td></td>
<td>• Financial Statement **</td>
</tr>
<tr>
<td></td>
<td>• Valid vehicle registration document</td>
</tr>
<tr>
<td></td>
<td>• Mail order catalogue statement*</td>
</tr>
<tr>
<td></td>
<td>• Court summons</td>
</tr>
<tr>
<td></td>
<td>• Valid NHS Card</td>
</tr>
<tr>
<td></td>
<td>• Court Claim Form</td>
</tr>
<tr>
<td></td>
<td>• Addressed payslip*</td>
</tr>
<tr>
<td></td>
<td>• National Insurance Number card</td>
</tr>
<tr>
<td></td>
<td>• Examination Certificate</td>
</tr>
<tr>
<td></td>
<td>• Letter from a school Principal*</td>
</tr>
<tr>
<td></td>
<td>• Child Benefit Book</td>
</tr>
<tr>
<td></td>
<td>• Smart Pass</td>
</tr>
</tbody>
</table>

Note:

* documentation must be less than 3 months old
** documentation must be issued within the last 12 months
APPLICATION FOR AN ENHANCED DISCLOSURE APPLICATION

IDENTITY VERIFICATION FORM

Part 1- Details of Applicant

<table>
<thead>
<tr>
<th>Name (Capitals):</th>
<th>.................................................................</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of School:</td>
<td>................................................................</td>
</tr>
<tr>
<td>Address of School:</td>
<td>................................................................</td>
</tr>
<tr>
<td>Position Applied For:</td>
<td>......................................................</td>
</tr>
</tbody>
</table>

Part 2 – Declaration

I confirm that I have verified by use of photographic identification and supporting documentation, in line with the requirements of AccessNI, the identity of the above named person.

Signed : ..............................................  Date: .................................
(Principal)

School: ......................................................

Address: ...........................................................................................................