



Criminal Record Checking

(Northern Ireland)

Guide for Leaders



Introduction

“All adult members working with children or youth must have a criminal records check before a calling is extended. The member is not given any calling or assignment with children or youth before the criminal records check is completed.” (*Safeguarding Policies and Procedures of The Church of Jesus Christ of Latter-day Saints in the UK, page 14*)

nidirect and AccessNI

AccessNI carry out criminal record checks.

nidirect provide the application portal.

Data Protection

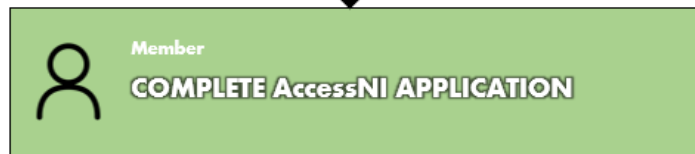
AccessNI and nidirect hold and process data in accordance with their Privacy Policies:

<https://www.nidirect.gov.uk/articles/privacy-notice-government-services>



Process overview

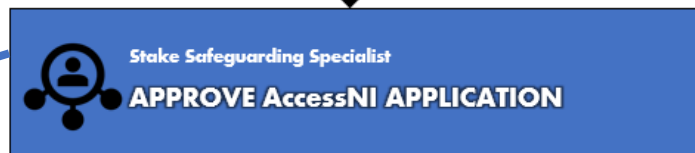
Notify the Stake Safeguarding Specialist of members who need an AccessNI check.
AND
Invite members to complete an AccessNI application.



The member:

- Completes the online AccessNI application.
- Emails the ID validation form to the Stake Safeguarding Specialist.

The Stake Safeguarding Specialist reviews and approves the AccessNI application.



The member receives the original AccessNI certificate.



The Stake Safeguarding Specialist reviews the outcome of the AccessNI check and notifies the Stake President if there's an adverse entry.

When the process is complete, Church Headquarters update the membership record.





Step-by-Step Guide

Step 1 – Notify Eligible Calling

- For each calling that requires a criminal records check (see eligibility list of callings below) you:
 - Complete and email the appropriate request sheet to your stake safeguarding specialist;
 - Invite each member to complete a PIN Notification and ID Validation Form.

Documents are available at www.dbschecking.uk.

Step 2 – Complete AccessNI Application

- Each member:
 - Follows the instructions on the PIN Notification and ID Validation Form and completes their AccessNI application.
 - Returns the completed PIN Notification and ID Validation Form to the stake safeguarding specialist.

Step 3 – Approve AccessNI Application

- The stake safeguarding specialist will review and approve Access NI applications, and monitor progress of all member applications, following-up where necessary.

Step 4 – AccessNI certificate issued

- When the application has been processed by AccessNI, the member will receive a disclosure certificate. You do not need to see it.

Steps 5/6 – Review AccessNI certificate/Advise Church Records

- The stake safeguarding specialist is notified the outcome of the Access NI check:
 - If it's clear, Church Headquarters will be notified, and the membership record will be updated.
 - If it shows adverse entries, the stake safeguarding specialist will notify the Stake President who will arrange to meet with the member to discuss next steps.



FAQs

Do members have to complete an AccessNI application?

AccessNI checks are only required for eligible callings (see list of eligible callings below) and the member consents to be checked. If they choose not to apply, they will not be eligible to serve with children or youth.

What if a member forgets to complete an AccessNI application?

If a member has not completed their application within six months, it will be considered withdrawn, and they will not be eligible to serve with children or youth.

What happens if the AccessNI check shows adverse entries?

If an AccessNI check contains adverse entries, the Stake President will contact the member to discuss. The Stake President and Bishop will determine if the member should continue to serve.

Will the outcome of the AccessNI check be shared with anyone else?

Church Headquarters will be notified when an AccessNI certificate is issued, and they will update the "Certification" section of the membership record. No other sharing of the AccessNI certificate or its outcome will be shared, except as explained above if there is an adverse entry.

What if a member needs additional support completing the application?

The application process is entirely online. Members may provide support to those who require extra assistance.

Will members' personal data be shared with anyone? How long will it be stored?

Member's details will be held by AccessNI and indirect in accordance with their privacy policies:

<https://www.nidirect.gov.uk/articles/privacy-notice-government-services>



Can a DBS check be undertaken for a foreign national who has recently moved to the UK?

Citizens of the United States (including military personnel)

Members with an existing criminal records check, issued within the past 12 months, by their home nation, will submit that to the Church, subject to verification, as evidence of their criminal record status. All other members will undergo criminal records checking by search of the National Sex Offender Public Website or NSOPW (see: <https://www.nsopw.gov/>). NSOPW is a US Government website, that enables a free of charge search of the sex offender registers for all 50 states, The District of Columbia, US Territories, and Indian Country. The search is undertaken by name and address. A negative search result will be accepted by the Church as evidence of a criminal records check. It will be recorded on the membership record of the individual member in the same way as a result of criminal record checking for UK nationals.

Citizens of all other countries/territories (not UK or US nationals)

Members with an existing criminal records check, issued within the past 12 months, by their home nation, will submit that to the Church, subject to verification, as evidence of their criminal record status. All other members will undergo criminal records checking by search of the national sex offender public website of the members home nation, if one exists, or by following the application process for obtaining an overseas criminal records check established by the member's home nation.

Important Notes:

- (a) The Church will reimburse members all reasonable costs associated with obtaining criminal records checks.
- (b) Non-UK nationals will be responsible to obtain their own criminal records check. The Church will assist individual members in their efforts to obtain a criminal record check where possible. This assistance will generally be provided by the stake safeguarding specialist.
- (c) Once a non-UK national has been resident in the UK for 12 months or more, the member must apply for a criminal record check in the UK, in the same way as a UK national.

Can a DBS check be requested for a person seeking asylum or a person who has been granted refugee status in the UK?

Yes, however complying with the identity verification requirements of AccessNI may be difficult, and in many cases impossible, in which case an application for criminal record checking with AccessNI will fail and the person seeking asylum or granted refugee status in the UK will not be authorised to work with the children or youth of the Church. In each case, please contact office@dbschecking.uk for case specific advice.



ELIGIBILITY LIST OF CALLINGS FOR CRIMINAL RECORD CHECKING

| Callings in the Stake |
|---|
| Stake Presidency |
| High councilors (Primary, YM, YW, Seminary) |
| Primary Presidency and secretary |
| Young Men Presidency and secretary |
| Young Men advisors |
| Young Women Presidency and secretary |
| Young Women advisors |
| Sunday School Presidency and secretary |
| Patriarch |
| Camp Leaders |
| Seminary teachers and second adults |
| Service Missionaries |
| FSY councilors |
| Callings in the Ward/Branch |
| Bishop/Branch President and counsellors |
| Primary Presidency and secretary |
| Young Men Advisors |
| Young Women Presidency and secretary |
| Sunday School Presidency and secretary |
| Teachers in Youth Sunday School and second adult |
| Teachers in Primary + second adult and Nursery |
| Primary Activity Leaders |
| Primary Music Leaders |
| Seminary teacher and second adult |
| Adults serving as ministering companions to youth |