



Criminal Record Checking

(Northern Ireland)

Guide for Members



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

Your Church leader will notify your stake safeguarding specialist that you need an AccessNI check.

AND

Invite you to complete an AccessNI application.



Church Leaders

NOTIFY ELIGIBLE CALLING



Member

COMPLETE AccessNI APPLICATION



Stake Safeguarding Specialist

APPROVE AccessNI APPLICATION

The stake safeguarding specialist reviews and approves your AccessNI application.

AccessNI CERTIFICATE ISSUED

You receive the AccessNI certificate.



Stake Safeguarding Specialist

REVIEW 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 your membership record.



Solicitors

ADVISE CONFIDENTIAL RECORDS



Step-by-Step Guide

Step 1 – Notify Eligible Calling

- When invited by your Church Leader, download the PIN Notification and ID Validation Form (available at www.dbschecking.uk).

Step 2 – Complete AccessNI Application

- Follow the instructions on the PIN Notification and ID Validation Form to complete your AccessNI application.

Step 3 – Approve AccessNI Application

- The stake safeguarding specialist will review and approve your Access NI application.

Step 4 – AccessNI certificate issued

- When the application has been processed by AccessNI, you will receive a disclosure certificate.

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 your 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 you to discuss next steps.



FAQs

Why have I been asked to obtain an AccessNI check?

Your calling has been identified as eligible for an AccessNI check.

Do I have to get a DBS check?

No, AccessNI checking is entirely voluntary. However, you will not be eligible to serve with children or youth.

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

Church Headquarters will be notified when a "clear" AccessNI check is issued, and they will update your membership record.

If your DBS check identifies any convictions, cautions, warnings or reprimands, your Stake President will meet with you to discuss.

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

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