

# 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 and Code of Practice

AccessNI hold and process data in accordance with their Privacy Policy: <https://www.justice-ni.gov.uk/publications/ani-privacy>

AccessNI Code of Practice is available at:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

A copy of the Church's AccessNI compliant policy on Secure Handling, Use, Storage and Retention of Disclosure information is available on request.

## Recruitment of Ex-Offenders

A criminal record will not necessarily be a bar to obtaining a position. A copy of the policy on recruitment of ex-offenders is available on request.

## 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**

**AccessNI CERTIFICATE ISSUED**



Stake Safeguarding Specialist

**REVIEW AccessNI CERTIFICATE**



Solicitors

**ADVISE CONFIDENTIAL RECORDS**

You complete the online AccessNI application and the PIN notification and ID validation form.

The stake safeguarding specialist reviews and approves your AccessNI application.

You receive the AccessNI certificate.

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

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

## 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](http://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 of 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?

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

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