

Criminal Record Checking

(Northern Ireland)

Guide for Leaders

(Updated 31.03.2025)

Introduction

“All adult members working with children or youth must have a criminal records check before an eligible calling is extended. If a member does not have a criminal records check noted on their membership record, the Church will apply for a criminal records check with the member's consent. The member is not given an eligible calling or assignment with children or youth until the criminal records check is completed.” (*The Church of Jesus Christ of Latter-day Saints in the UK, Safeguarding Policies and Procedures*)

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.



Church Leaders

NOTIFY ELIGIBLE CALLING



Member

COMPLETE AccessNI APPLICATION

The member completes the online AccessNI application.

The Stake Safeguarding Specialist reviews and approves the AccessNI application.



Stake Safeguarding Specialist

APPROVE AccessNI APPLICATION

AccessNI CERTIFICATE ISSUED

The member receives the original AccessNI certificate.

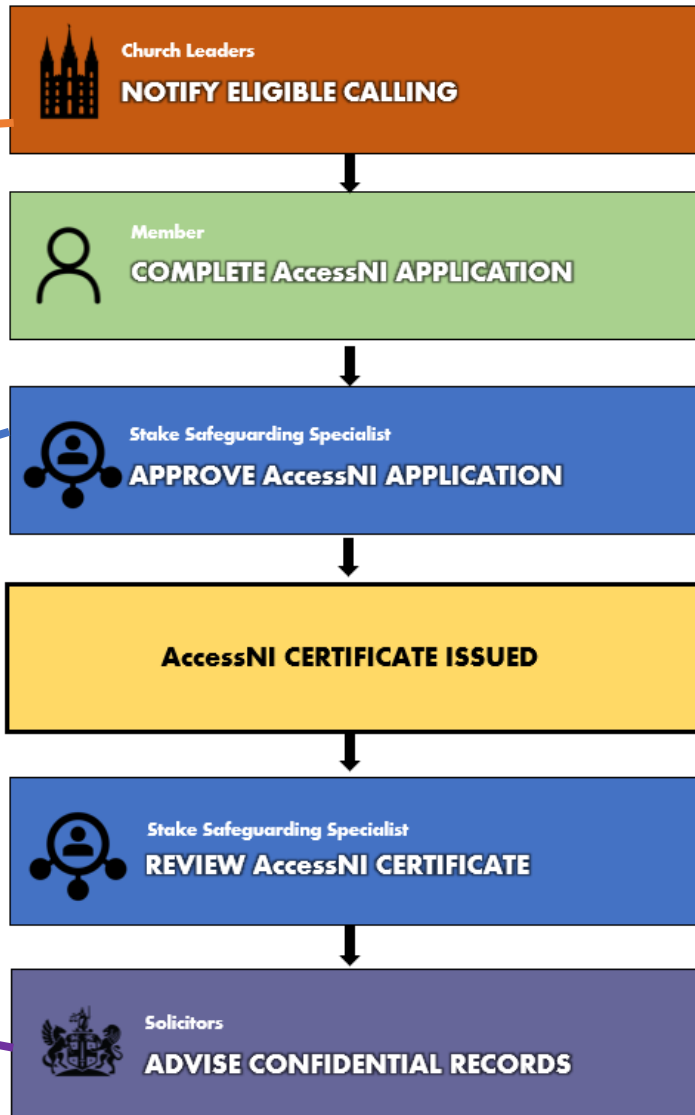
When the process is complete, Church Headquarters update the membership record.



Solicitors

ADVISE CONFIDENTIAL RECORDS

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

- 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 Documentation Form.

Documents are available at www.dbschecking.uk.

Step 2 – Complete AccessNI Application

- Each member follows the instructions on the PIN Notification and ID Documentation Form and completes their AccessNI application.

Step 3 – Approve AccessNI Application

- The stake safeguarding specialist reviews and approves Access NI applications, and monitors 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.

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?

The member is not given an eligible calling or assignment with children or youth until the criminal records check is completed

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>

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