

## FSC'S PROCESS FOR ACCESS NORTHERN IRELAND (ACCESSNI) DISCLOSURE APPLICATIONS (Northern Ireland)



For Class A and B posts based in Northern Ireland the FSC will request all candidates to provide at interview one original piece of photographic evidence, e.g. passport or photo driving licence, and two other pieces of original written evidence linking them to their current address, e.g. bank statement, utility bill, etc. The FSC will also require the successful candidate to undergo an AccessNI Disclosure check. Where photographic evidence is not available additional identification material will be required.

### Undergoing an AccessNI Check

The successful candidate must initiate their own AccessNI check at the appropriate level for the post via one of AccessNI's 'Umbrella Bodies', one such body is the Fermanagh Rural Community Initiative. This will normally involve visiting the Umbrella Body in person in order to complete an application, submit original identification documents (see above) and pay the application fee, although individual's are advised to check the process with their chosen Umbrella Body in advance. As a condition to the FSC conditional offer of employment the individual must send their original certificate to HR as soon as they receive it from AccessNI. Failure to submit the original certificate to FSC within the specified timescale may lead to the FSC terminating the individual's employment.

Once the check has been completed and the resultant certificate submitted to HR, the individual can claim reimbursement for the cost of the AccessNI check, by completing an expenses claim form and sending this to HR along with a receipt from the registered body showing the amount paid for the check.

### Recording of Information

All Certificate information will be handled FSC's policy on secure handling, use, storage, retention and destruction of Disclosure Information (Northern Ireland) and be disposed of as soon as practicable by shredding. All information will be stored in a secure place which has access restricted only to authorised personnel.

The FSC have 3 categories when an AccessNI Scheme certificate is received back:

- Satisfactory:** HR will notify the relevant Head of Learning Location (HoLL) and a future date will be set for a re-check
- Conditional:** if 'conditional', then brief details will be included on the individual's personnel file which is securely held by HR at Head Office.  
Only the HoLL or designated deputy concerned will be made aware of a 'conditional' acceptance. HoLLs must use their utmost discretion in making other key management staff aware of any 'conditional' acceptance. The system should produce a minimum number of 'conditional' acceptances.
- Unsatisfactory:** if an applicant is rejected on the basis of the AccessNI check it will be on the grounds of 'references unacceptable'.

In order to ensure that we do not employ any persons who are barred from working with children, the FSC will ensure all applicants for posts based in Northern Ireland have viewed the FSC Code of Conduct (Northern Ireland) and are able to fully comply with the acceptance criteria. This document is available via FSC's website at: [www.field-studies-council.org/vacancies](http://www.field-studies-council.org/vacancies).

The FSC will identify the main measure of success for this process as there being no individual offered a post that has to be retracted as a result of AccessNI certificate information.

Candidates will be able to take up their post prior to FSC receiving an AccessNI certificate, but until such time as clearance has been received the individual concerned cannot engage in unsupervised regulated activity and may not be able to take up residence within FSC accommodation.

#### Ongoing Employment Checks

For Class A and Class B posts the FSC requires that an AccessNI check is undertaken at the appropriate level for all staff on appointment, reappointment, or change of Post Classification. The FSC may require further checks to be carried out at 5 yearly intervals from the time of last check or at such other times that the FSC believes a check is necessary for the continued safe and effective operation of its Learning Locations.

The FSC will not appoint, or continue to employ, any person who fails to disclose all relevant information about their criminal record, caution or pending prosecution during the appointment process or at the earliest opportunity whilst employed by FSC, or who fail to meet the criteria set out for the post to which they have applied or been appointed. Whilst failure at any time to meet the criteria for their current role will be considered adequate grounds for dismissal, FSC will attempt, where practical, to redeploy staff to less sensitive roles or duties and to allow reasonable time for any appeals to be considered.

Any concerns regarding an individual's conduct whilst in post will be dealt with by reference to FSC's internal policies and documentation.

**Note:** Where any reference is made to Access Northern Ireland (AccessNI) or AccessNI Checks then the devolved nation equivalents are used for positions in England and Wales or Scotland: all related documentation can be viewed at [www.field-studies-council.org/vacancies](http://www.field-studies-council.org/vacancies) or can be accessed by calling HR on 01743 852116.

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