

PROCESS FOR ACCESS NORTHERN IRELAND (ACCESSNI) DISCLOSURE APPLICATIONS (Northern Ireland)

For Class A and B posts based in Northern Ireland the Field Studies Council 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 Field Studies Council 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 individuals are advised to check the process with their chosen Umbrella Body in advance. As a condition to the Field Studies Council 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 Field Studies Council within the specified timescale may lead to the Field Studies Council 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 in accordance with Field Studies Council's policy on secure handling, use, storage, retention and disposal 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 Field Studies Council have 3 categories when an AccessNI Scheme certificate is received back:

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| 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 Field Studies Council will ensure all applicants for posts based in Northern Ireland have viewed the Field Studies Council Code of Conduct (Northern Ireland) and are able to fully comply with the acceptance criteria. This document is available via our website at: www.field-studies-council.org/vacancies.

The Field Studies Council 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 not be able to engage in regulated activity prior to Field Studies Council receiving an AccessNI certificate, and in most cases this will mean that until such time as clearance has been received the individual concerned will not be able to commence in post and will not be able to take up residence within Field Studies Council accommodation.

Ongoing Employment Checks

For Class A and Class B posts the Field Studies Council requires that an AccessNI check is undertaken at the appropriate level for all staff on appointment, reappointment, or change of Post Classification. The Field Studies Council will require further checks to be carried out at 3 yearly intervals from the time of last check or at such other times that the Field Studies Council believes a check is necessary for the continued safe and effective operation of its Learning Locations.

The Field Studies Council 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 Field Studies Council, or who fails 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, Field Studies Council 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 Field Studies Council'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 or can be accessed by calling HR on 01743 852116.

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