



# Newsbrief...

SPRING 2013

News, updates and resources in Education, Safeguarding Trust and Children's Ministry

## Important AccessNI changes...



### AccessNI's Standard/Enhanced Disclosure Application Forms have been changed!

#### Reason for change:

1. As you may be aware the current enhanced disclosure application forms were designed to also allow applicants to apply for registration with the Independent Safeguarding Authority (ISA) as part of the Vetting and Barring Scheme (VBS) that was to be introduced on 26 July 2010. Despite the postponement and subsequent abolishment of VBS, AccessNI made the decision to continue to use the revised application forms for enhanced disclosures. A revised basic disclosure application form was also introduced at that time.

2. The definition of Regulated Activity changed on 10 Sept 2012 which has an impact on enhanced criminal record checks in that only those working

within the new definitions of Regulated Activity are eligible to obtain an enhanced criminal record check and able to check whether the applicant is on either the ISA Children's or Adults' Barred Lists.

3. The 'Declaration by Applicant' required to be updated in order to ensure that applicants are fully aware that information they have provided on the application forms may be used to verify their identity against information held on Police and Government data bases. If necessary the information provided may be used to update or perfect records already held within such data bases. Furthermore AccessNI may pass the information provided on the forms to Police, Government Organisations and law enforcement agencies for the purposes of the

protection and detection of crime. This will be in accordance with section 29 of the Data Protection Act 1998 and AccessNI's Information Charter.

#### Details of changes made:

4. The changes to the Enhanced form are extensive and along with the amendment to AccessNI's website address throughout include the following:

*Page 1* - Removal of references to ISA and amendment of box A1.

*Page 2* - Greying out of questions B17 – B20 and Removal of Part C.

*Page 4* - Fuller declaration at Part G.

*Page 5* - Re-formatting of questions H7 and H8 in line with current legislation.

*Continued overleaf...*

## Summer Madness / Summer Camps / Holiday Clubs...

Disclosure applications for workers and volunteers in all summer events **MUST** be processed in advance of the event.

#### Vettings for:

Summer Madness / camps / holiday clubs taking place in July - forms received after **17th May 2013** will not be processed.

For camps / holiday clubs taking place in August - forms received after **14th June 2013** will not be processed.

**So to avoid disappointment - get your forms in on time!**



## Timetable For Change - over to New Forms:

- **19 March 2013** - "New" application forms and guidance will be available on our website for downloading and completion. Any applications received on "old" style forms will continue to be processed.
- **30 April 2013** - Removal of "old" style application forms and guidance from website. Any applications received on "old" style forms will continue to be processed.
- **30 June 2013** - This will be the last date AccessNI will accept "old" style application forms.
- **01 July 2013** - Any "old" style application forms received at AccessNI will be returned.

In order to comply with AccessNI's timetable the last date the Board of Education will accept 'old' style application forms will be **31 May 2013**.

New application forms are available on the AccessNI website:  
[www.nidirect.gov.uk/accessni](http://www.nidirect.gov.uk/accessni)

or by contacting **Claire Geoghegan** at the Board of Education on: **028 9082 8860** or by email at: [cgeoghegan@diocoff-belfast.org](mailto:cgeoghegan@diocoff-belfast.org)

A Guide to Completing an Enhanced Disclosure Application Form is available on the Church of Ireland website or from the Board of Education.

Each disclosure application form **MUST** be accompanied by a completed and signed Validation Form. Validation Forms are also available on the AccessNI website or by contacting Claire at the Board of Education.

# Supervised / Unsupervised...



Another change required by AccessNI, since late 2012, is the designation of whether a position is 'supervised' or 'unsupervised'. This designation should be specified on Page 5 part H2.

For a position to be defined as **SUPERVISED** the guidance states that there should be such day to day supervision as is reasonable in all circumstances for the purposes of protecting any children concerned.

This designation is important as it determines the extent of background information disclosed by AccessNI.

It is anticipated that the majority of positions for workers with children and young people in parishes will be in the unsupervised category. However parish panels must be able to justify this designation if challenged by AccessNI.

Please contact the Board of Education if further clarification is required, of the distinction between supervised and unsupervised posts.



## Training Update...



**Safeguarding Trust training for parish panel members took place in Armagh Diocese and Derry Diocese in March and there were training sessions for panel members from Connor and Down and Dromore Dioceses during March and April.**

An updated Safeguarding Trust training package for workers is available. Contact **Margaret Yarr**: [cponi@ireland.anglican.org](mailto:cponi@ireland.anglican.org)



## Contacts:

Church of Ireland House, 61-67 Donegall Street, Belfast BT1 2QH  
Tel: 028 9082 8860 Fax: 028 9023 7802

Secretary: **Rev. Ian Ellis** Email: [edunorth@ireland.anglican.org](mailto:edunorth@ireland.anglican.org)  
Child Protection Officer: **Margaret Yarr** Email: [cponi@ireland.anglican.org](mailto:cponi@ireland.anglican.org)  
AccessNI Co-ordinator: **Claire Geoghegan** Email: [claire@diocoff-belfast.org](mailto:claire@diocoff-belfast.org)



Church of Ireland  
Board of Education (NI)