

HUMAN RESOURCES

3 Charlemont Place • The Mall • Armagh • BT61 9AX

Tel: 028 3751 2200

E-mail: selb.hq@selb.org • Website: www.selb.org



Circular Number: 2008/60

18 March 2008

TO: PRINCIPALS OF CONTROLLED AND MAINTAINED SCHOOLS

Dear Principal

CHILD PROTECTION: PRE-EMPLOYMENT CHECKING OF PERSONS TO WORK IN SCHOOLS - NEW ARRANGEMENTS

From 1 April 2008 responsibility for undertaking criminal history background checks transfers from PSNI Criminal Records Office to a new organisation called AccessNI. The Department of Education has issued Circular Number 2008/03 (date of issue 13 March 2008) which sets out the process of requesting pre-employment criminal history background checks on prospective employees, volunteers and school governors from 1 April 2008.

In brief, the new process of requesting pre-employment criminal history background checks in line with DE Circular 2008/03 will be as follows:

- 1) The prospective employee, volunteer or school governor completes a Disclosure Certificate Application Form (formerly the DOR02 Form);
(Note: the Criminal Records Office will not accept Form DOR02 after 17 March 2008).
- 2) The identity of the applicant is verified by the school's Principal and an Identity Verification Form is signed to that effect;
- 3) The Disclosure Certificate Application Form and Identity Verification Form are sent to the SELB as the registered body in relation to;

School Management Type	Position/Occupation
Controlled	Teaching
Controlled and Catholic Maintained	Non Teaching
Other maintained including Irish Medium	Teaching Non Teaching

The applicant (the person to be checked) must complete a Disclosure Certificate Application Form. A copy of this form (11 pages) is attached at Appendix A to Department of Education Circular 2008/03 and can also be found at www.accessni.gov.uk. **Alternatively you may wish to download an amended short form (6 pages) SELB Disclosure Certificate Application Form <http://www.selb.org>** It is also possible for you to request a supply of these forms directly from the Human Resources Branch.

- 4) The SELB endorses the Disclosure Certificate Application Form and forwards it to AccessNI;
- 5) AccessNI will carry out the check and issue a Disclosure Certificate to both the SELB and the applicant;
- 6) The SELB will be billed by AccessNI for Disclosure Certificates which have been issued: and
- 7) The bill will be passed to the Department for payment.

Any queries in relation to:

- a) the completion of the new Disclosure Certificate Application Form, and/or
- b) requesting a supply of the new Disclosure Certificate Application Form, and/or
- c) determining an individual's immediacy to take up a post *

should be directed to the Human Resources Branch - Pre-employment Checking Team (Lines available: 028 3751 2492 or 028 3751 5411, Mon – Fri 8.30 am to 4.30 pm)

** The HR Branch maintains a database detailing the status of background checks of individuals who are already working or have recently worked in either a paid or voluntary capacity within the SELB's area. As the temporary employee/volunteer that you intend to employ may already have undergone a recent background check you may contact the Human Resources Branch to determine the individual's immediacy to take up a post.*

Yours sincerely,

P Keating
HEAD OF HUMAN RESOURCES