

# ACCESSNI ENHANCED DISCLOSURE NOTIFICATION

This form is to be used as formal notification<sup>i</sup> that the applicant named in Part B below has undertaken an AccessNI Enhanced Disclosure check. It is an offence to knowingly employ a barred or disqualified person<sup>ii</sup>. It is also a legislative requirement to disclose details of any criminal convictions of any person assisting (or likely to assist) in looking after children in a day care setting<sup>iii</sup>.

This form confirms to the relevant HSC Trust that:-

1 **No criminality or Barring information has been included on the disclosure certificate;**

OR

2 **Criminality or Barring information has been disclosed, and the original Disclosure Certificate is enclosed with this form.**

Please tick as appropriate

## PART A : ORGANISATION

Name : .....

Address : .....

.....

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Contact No. : .....

## PART B : APPLICANT

Name : .....

Position : .....

AccessNI Reference : .....

Disclosure Date : .....

## PART C : AUTHORISATION

I confirm that the information provided above is correct. I have read the statement at the top of this form and understand that I am committing an offence if I fail to disclose details of the applicant's criminal convictions.

Signed : .....

Name (Capitals) : .....

Position : .....

Date : .....

Copies of this form are available from :-

[www.dhsspsni.gov.uk](http://www.dhsspsni.gov.uk)

or

[www.dojni.gov.uk/acessni](http://www.dojni.gov.uk/acessni)

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<sup>i</sup> This form has been developed to ensure compliance with the AccessNI Code of Practice, which allows for information contained in a Disclosure Certificate to be communicated (to a 3rd Party) in accordance with an obligation to provide information under, or by virtue, of any enactment.

<sup>ii</sup> Under the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 (the 2007 Order), it is an offence for a registered day care provider to employ an individual to work with children in a day care setting who has been barred by the Independent Safeguarding Authority and included in the children's barred list established under Article 6 of the 2007 Order. Under Article 132(9) of The Children (Northern Ireland) Order 1995, it is an offence for a registered day care provider to employ an individual to work with children in a day care setting who has been disqualified without first obtaining written consent from the HSC Trust. The Disqualification for Caring for Children's Regulations (Northern Ireland) 1996 define the meaning of 'disqualified'.

<sup>iii</sup> Schedule 2(9) of the Childminding and Day Care (Applications for Registration) Regulations (Northern Ireland) 1996 places a requirement on the person in charge of a day care provider to disclose to the HSC Trust any criminal convictions of a person employed by them.