



# AccessNI Newsletter

Issue 44: Autumn 2024



## Welcome to the Autumn 2024 edition of the AccessNI Newsletter.

### Introduction

Welcome to this Autumn 2024 edition of the AccessNI Newsletter. Whilst slightly reduced in terms of article content, we continue to endeavour to share information that we consider would be of help to Signatories in the role they undertake – as such, I would encourage you to take a few minutes to read through this Newsletter. I would specifically draw your attention to the IT Enhancements article which seeks your compliance in taking forward some early actions as we prepare the ground for the introduction of a number of changes to improve the disclosure application process.

Traditionally this is the busiest time of the year in AccessNI for processing disclosure

applications – 2024 is proving no exception with up to 1,000 applications being received in any given day. Whilst we will do our best to process these as quickly as possible, we would ask for your patience at this time as turnaround times may slow slightly.

Thank you for taking the time to read this Newsletter.

**Brian Thomson**  
**General Manager, AccessNI**

# Referrals for Barring Decisions



## Disclosure & Barring Service

AccessNI continues to receive correspondence and queries from organisations (including Registered Bodies) where an employee or volunteer has done something untoward or has behaved in a way that was concerning, particularly in circumstances that give rise to an increased risk to the safeguarding of vulnerable groups. We would like to remind you that the Disclosure and Barring Service (DBS) is responsible for the maintenance of the list of those individuals barred from working with children and vulnerable adults in England, Wales and Northern Ireland, and any referrals for barring considering should be referred to DBS.

You can find out more about the DBS barring process at Making barring referrals to the [DBS - GOV.UK \(www.gov.uk\)](http://www.gov.uk).

## AccessNI Training Videos



AccessNI Signatories are reminded that training videos are available on the NIDirect website as detailed at the link below:-

<https://www.nidirect.gov.uk/articles/accessni-training>

These training videos are extremely helpful for newly registered Signatories and also provide refresher training to established Signatories.

# Online Guidance Documents for Identity Checking



It is the role of the AccessNI Signatory to ensure accurate ID checking processes are conducted for applicants to allow AccessNI to provide full and accurate information on a disclosure certificate. There are several online documents which may assist you in checking an applicant's identity documentation.

[A guide to identity checking for AccessNI applications](#)

[Guidance on examining identity documents](#) - GOV.UK ([www.gov.uk](http://www.gov.uk))

[Public Register of Authentic identity and travel Documents Online](#) - Council of the European Union - PRADO - Home ([europa.eu](http://europa.eu))

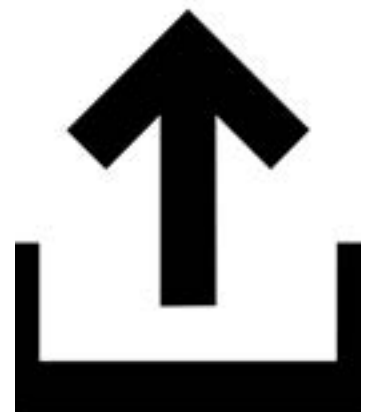
## AccessNI Basic Disclosure Application (By Individual)

AccessNI has recently implemented an enhancement to the on-line application process for an individual applying for their own Basic disclosure certificate.

When completing the e-application an applicant must select and upload their identity documentation before submitting to AccessNI for processing.

This enhancement will ensure identity documents are transported in a safer manner and the disclosure certificate is issued quicker.

AccessNI anticipate this enhancement to be rolled out to other levels of disclosure applications in the future.



# Frequently Asked Questions



Details of frequently asked questions in AccessNI and responses have been provided on the NIDirect website as detailed at the link below:-

<https://www.justice-ni.gov.uk/publications/accessni-frequently-asked-questions>

Please consult this document before you raise a query with the AccessNI mailbox.

## IT Enhancements

### Signatory Action Required

As mentioned in our last Newsletter - [Issue 42 Summer](#), AccessNI are working through an extensive program of IT changes. It is currently planned to have these IT changes implemented by the end of the financial year – April 2025. We believe these changes will offer significant improvements to the disclosure application process in term of accuracy of applications, improved ID checking, greater efficiency in processing and improvement in information assurance.

The changes are significant and will impact on everyone who uses AccessNI services, including Signatories in Registered and Responsible Bodies. In preparation for these changes, and to ensure that AccessNI will be able to effectively communicate the steps RBs will be required to take, as we draw closer to the implementation date, **it is important that Lead Signatories take the following actions:**

- o Check their list of current Signatories and remove any redundant accounts
- o Ensure that accurate email addresses and contact details are held by AccessNI.

Lead Signatories can manage these tasks through their AccessNI accounts on the NIDirect website. We will provide further information about these changes over the coming months so please do look out for Newsletters and mailshots and take the steps as prompted. This will help ensure as smooth a transition as possible.

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