

AccessNI Newsletter Issue 38: Autumn 2022

Welcome

1

Regulated
Activity with
Children
and Adult
Groups

1

AccessNI
Mailbox Queries

2

Submission of
Disclosure
Applications

2

Spear Phishing
Specified Lists

2

Checks on EU
CitizensPayment of
Invoices

2

Welcome to the Autumn 2022 edition of the AccessNI Newsletter. It's encouraging to receive feedback on the content of this publication and to hear that signatories find it a useful document, with articles of interest that also provide helpful pointers and guidance – we aim to use the Newsletters as a tool to get important messages across to signatories on how to get the most from the disclosure process, whilst working within the legislative parameters. If you can think of any aspects of our service on which you think an article would be useful, please don't hesitate to let us know.

We are now in the middle of our normal busiest period in the year, in excess of 800-900 checks are being submitted each day. In truth, this high demand for disclosure checks has continued throughout 2022, with Enhanced checks up 12% in the period April to August (compared to the same period last year). We think this is primarily as a result of organisations adjusting their recruitment following relaxation of Covid regulations and event (etc) being recommenced. We continue to monitor this and, you'll be glad to hear, have managed to perform well against our targets, with good turnaround times, but we have had to bring in additional resources to do so. You may have noticed a slight slowing down in the return of checks over the past few weeks as demand has been especially high and we, and our colleagues in PSNI, strive to keep pace – this is normal at this time of the year, and nothing you should be unduly concerned about. We would however ask for your continued understanding and patience as we work through this peak period. This would extend to only contacting AccessNI when you absolutely have to over the next few weeks, as responding to queries / update requests takes our staff away from the pressing work in processing applications.

Finally, I like to draw your attention to the Training sessions that are available on the NIDirect website, and invite you to register an interest in any forthcoming event if you think the subject matter might be of particular interest.

REGULATED ACTIVITY WITH CHILDREN AND ADULT GROUPS

Following recent contact with Department of Health, it has been clarified, where employees or volunteers teach, train, supervise, and/or coach children on a frequent basis they are in a position of Regulated Activity and should apply for an Enhanced Disclosure Certificate with a check of the children's barred list. This activity **DOES NOT** have to take place with the **SAME CHILD OR GROUP OF CHILDREN** on a frequent basis.

Where employees or volunteers teach, train, supervise and/or coach vulnerable adult groups on a frequent basis the role would be considered to meet the previous definition of Regulated Activity, meaning there is eligibility for an Enhanced Disclosure Certificate with **NO** barred list checks. This activity **DOES NOT** have to take place with the **SAME VULNERABLE ADULT OR GROUP OF ADULTS** on a frequent basis.

Under the previous definition of Regulated Activity, where an employee or volunteer is required, as part of their job to provide advice, guidance and support to vulnerable adults to enable them to live independently on a frequent basis they are eligible for an Enhanced only disclosure check. Again this activity **DOES NOT** have to take place with the **SAME VULNERABLE ADULT OR GROUP OF ADULTS** on a frequent basis.



ACCESSNI MAILBOX QUERIES

AccessNI is currently experiencing a high volume of queries from **applicants** regarding the disclosure application and/or recruitment processes in place with their employing organisation. AccessNI request all Registered/Responsible Body organisations to review their recruitment documentation/literature to ensure all applicants know who and how to contact them to assist with queries. The Registered/Responsible Body should inform their applicants when the current status of an application reads “with Body” this means the application is with the employing organisation and it is not sitting with AccessNI. Likewise the Registered/Responsible Body should inform their applicants who to contact in relation to the payment of salaries as this is not an AccessNI issue.

As AccessNI resources are facing an extremely busy period, if the high volume of queries from Registered/Responsible Body applicants continues, it will have an adverse impact on our turnaround times.

Please review your documentation and processes.

SUBMISSION OF DISCLOSURE APPLICATIONS

If your organisation plans to submit a high volume of disclosure applications (100+) to AccessNI over any weekend period, could you please provide AccessNI with advance notice. This will ensure AccessNI has the relevant resources in place to meet our set target times.

SPEAR PHISHING

Spear Phishing is an increasing fraudulent practice of sending malicious emails, these emails appear to be from a trusted source to request targeted individuals to reveal confidential information. The practice of Spear Phishing can be used by fraudsters to corrupt accounts, which will allow them to have access to confidential information such as bank accounts, etc or it may direct the recipient to a bogus website.

Genuine correspondence from AccessNI will always be sent from an email address which ends with .gov.uk

SPECIFIED LIST

The Specified List has been updated on the NIDirect website as detailed at link below:-

<https://www.nidirect.gov.uk/publications/accessni-list-specified-offences>

to include the offence – DOMESTIC ABUSE AND CIVIL PROCEEDING ACT (NI) 2021 S.1 – Domestic Abuse

**CHECKS ON EU CITIZENS**

Further to the article in the previous issue AccessNI application forms are still not being submitted accurately in respect of Spanish and Portuguese Nationals.

To prevent unnecessary delays these applications should be submitted as follows –

Spanish nationals - their name should comprise of two family (surname) names and may have two forenames.

Portuguese nationals - their full name should comprise of two family (surname) names and may have two forenames.

It is important surnames are included within the surname field and not included as an additional forename.

PAYMENT OF INVOICES

Please remember that under the payment terms that were signed up to by your organisation in the registration process, ‘failure to pay AccessNI invoices promptly may result in your organisation’s account being suspended, meaning that you will not be able to submit any further disclosure applications to AccessNI’. Please note the Lead Signatory should advise the finance team at accessni-finance@accessni.gov.uk if contact details change.

AccessNI,
PO Box 1085,
Belfast BT5 9BD

☎: 0300 200 7888



www.nidirect.gov.uk/accessni