

FREQUENTLY ASKED QUESTIONS AND ANSWERS

1. WHAT IS VETTING?

This is a check, which is carried out through a government agency (Access NI) to obtain information held about you to enable a prospective employer make an informed decision as to whether or not you might be suitable to work in certain roles.

This is private information about you, which is protected by the ECHR, but your right to privacy can be breached on the understanding that the protection of children and vulnerable adults takes paramount.

2. WHAT INFORMATION IS DISCLOSED?

Information held with regards to any criminal convictions, formal cautions, disqualifications from working with vulnerable groups and/or non-conviction information relevant to the protection of vulnerable groups, like allegations that did not go to court. Very minor convictions, or information not relevant to the role you will be doing are not disclosed.

3. WHAT WILL I GET AS A RESULT OF THE VETTING CHECK?

AccessNI searches and checks your criminal history, you will receive a disclosure certificate, stating either “no information found” or the certificate will display details any criminal records.

4. WHAT DOES A DISCLOSURE CERTIFICATE NOT MEAN?

It is NOT a certificate to say that you are safe to work with children/vulnerable adults.

5. WHEN DO I NEED TO BE CHECKED?

When you plan to work in what is known as a “Regulated Activity”

A Regulated Activity is defined in law and includes providing teaching, training, care, supervision, advice or guidance to children (under 18), or providing specific health or social care services to adults.

You will also need checked if you are working in certain premises for example schools regardless of what role you are performing.

It is an offence for you to apply for, or work in a Regulated Activity if you are disqualified from doing so and it is an offence for an organisation to employ you in a Regulated Activity if you are disqualified.

6. WHO WILL SEE THIS INFORMATION?

Only the person who is responsible for making an employment decision. In the Catholic Church Northern Diocese, the Vetting and Barring Co-ordinator has that responsibility. The only information others receive is that they can employ you if all other parts of the recruitment process are satisfactory or they cannot employ you.

7. CAN I TAKE MY CERTIFICATE TO ANOTHER EMPLOYER?

Not at present. Each new employer is required to do a new check, but the process is planned for 2018 that would allow new certificates to be used by all future employers. This is called "portability" and you will be able to ask for it if you are checked after it comes about.

8. DOES VETTING COST?

Access Ni charge £33 per check for paid staff. Volunteers are free.