

# KNOCK CHILD CONTACT CENTRE

## POLICY ON ACCESSNI DISCLOSURE INFORMATION

### FOR STAFF AND VOLUNTEERS

#### 1. General Principles

- 1.1 As part of the National Standards of the National Association of Child Contact Centres (NACCC) of which Knock Child Contact Centre is a member it is required that all new staff/volunteers will have a criminal records disclosure through the Criminal Records Bureau (CRB) or AccessNI (ANI) in Northern Ireland. For the purpose of the policy 'applicant' will refer to either paid staff or volunteer.
- 1.2 All staff/volunteers will have an ANI disclosure undertaken every 3 years or sooner if necessary.

#### 2. Recruitment

- 2.1 All advertisements for positions within this Child Contact Centre whether for volunteers or paid staff will contain the statement, 'An AccessNI disclosure will be requested in the event of a successful application'.
- 2.2 In accordance with the Rehabilitation of Offenders (Northern Ireland) Order 1978 all application forms will contain the statement that, 'a criminal record will not necessarily be a bar to obtaining a position'.
- 2.3 All application forms will contain a section requiring the signature of the applicant stating they are willing for an ANI disclosure to be undertaken.

#### 3. Paid Staff/Volunteers

- 3.1 This Child Contact Centre recognises that an offence listed in a disclosure is not necessarily a bar to employment.
- 3.2 This Child Contact Centre will review any information listed in a disclosure and in accordance with the ANI Code of Practice will consider the following when reviewing an applicant's suitability:
  - a. Whether the conviction or other matter revealed is relevant to the position in question,
  - b. The seriousness of any offence or other matter revealed,
  - c. The length of time since the offence or other matter occurred,
  - d. Whether the applicant has a pattern of offending behaviour or other relevant matters, and
  - e. The circumstances surrounding the offence and the explanation(s) offered by the convicted person.

3.3 The Management Committee or person with legal responsibility will have the final decision as to the suitability of an appointment of a person whose application is subject to disclosure information. This decision will be taken in accordance with the Rehabilitation of Offenders (Northern Ireland) Order 1978 and will be after discussion with the individual applicant.

3.4 Each applicant will be made aware that upon request a copy of the ANI Code of Conduct and this policy can be provided. This statement will be included in the application form.

#### **4. Security & Retention of Disclosure Information**

4.1 This Child Contact Centre takes confidentiality seriously and ensures that all information relating to disclosures is kept in a secure place, under lock and key.

4.2 Only relevant employees who have been assigned responsibility for disclosure information have access to this.

4.3 ANI sends out two copies of each disclosure per application, as follows:

a. One copy of the disclosure is sent to the applicant named in the disclosure.

b. One copy of the disclosure is sent to a named member of staff at Knock Child Contact Centre.

4.4 This Disclosure will be kept in a secure manner, under lock and key, for a period not exceeding 6 months as detailed in the Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure information Policy.

4.5 Disclosure information is destroyed using a confidential method (i.e. shredding).

#### **5. Levels of Disclosure**

5.1 This Child Contact Centre processes all disclosures at the level of 'enhanced' as defined by ANI.

5.2 In the interest of the safety of the children using this Child Contact Centre it is required that a new disclosure be undertaken for all staff and volunteers upon their commencement of employment, regardless of disclosures currently held.

#### **6. Payment of ANI Disclosures**

6.1 Currently ANI do not charge for disclosures on volunteers and whilst this continues Knock Child Contact Centre will continue to process volunteer applications without charge.

6.2 There is a charge for paid staff and this cost is paid by this Child Contact Centre.

This policy will be reviewed annually and updated as required.