

BfN Trainee Recruitment / Helper Registration Policy (DBS) – Appendix A (AccessNI)

Since publication, additional arrangements have been made to obtain disclosure information for volunteers and staff residing and working in Northern Ireland.

This Appendix outlines the additional considerations for this, should be read in conjunction with the above policy document, and will be incorporated into future Policy reviews.

Page numbers listed refer to V1 of the policy (2016).

For a new Trainee or paid Peer Supporter (p1)

For trainees residing in Northern Ireland, an Enhanced AccessNI certificate, cleared to work with children and adults, should be obtained in place of a DBS/PVG.

In line with the Rehabilitation of Offenders (Exceptions)(Northern Ireland) Order 1979 (as amended in 2014), The Breastfeeding Network will only ask about convictions which are defined as “not protected” for the purposes of obtaining a Standard or Enhanced disclosure.

All AccessNI applications must be made via Central Support by directing the applicant to complete the form found here: <https://forms.office.com/r/gHYcNjiryZ>

Guidance given on updating applicants, verifying identity documents and certificates remains valid, but AccessNI’s processes will apply and the evidence checker should familiarise themselves these, as found at: <https://www.nidirect.gov.uk/publications/accessni-code-practice>.

A summary of the full process and a list of acceptable ID documents can be found at: <https://dbsdirect.co.uk/customer-page.php>.