

Access NI Policy for work placements

INTRODUCTION

AccessNI is a criminal history disclosure service in Northern Ireland.

By law some employers must check your criminal history before they recruit you or offer you a work placement at their company.

The employers who are most likely to request that you have an Access NI check are those involved in working with young children or vulnerable adults – nursery/ childcare facilities, Nursing homes, and youth clubs.

A criminal history check is also known as a disclosure. AccessNI searches your details against UK criminal records and police information. These searches may disclose any criminal history to certain employers and organisations. AccessNI produces a disclosure certificate for every check.

PROCESS INVOLVED

If an Access NI is required for a student, Foyle will contact the agent/ student prior to arrival and request that they complete and return via email the Access NI application form (sections B, C and D only). This form requires the student's signature so it is vital that they can return the scanned document at their earliest convenience.

As soon as Foyle receives the completed application form, they will complete the process by sending it to the relevant body for checking.

Once the criminal history is verified by the police, a certificate will be sent back to the student for their records.

Students MUST bring this to Derry as failure to do so will mean they are unable to commence work placement. Employers need to see evidence that the students are suitable to work with children/ vulnerable adults before allowing them to begin work at their company.

ADDITIONAL INFORMATION

Foyle will need to invoice the agent/student for the costs of each individual application which is required to be completed. The cost is £30 per application.

Foyle International Ltd. 17-21 Magazine Street, Derry, BT48 6HH

Tel: +44 2871 371 535 Fax: +44 2871 371 534 Email: info@foyle.eu Website: www.foyle.eu

IMPORTANT GUIDELINES FOR WORKING WITH CHILDREN AND VULNERABLE ADULTS IN THE UK

- Students are reminded to work in a professional manner at all times
- Students must take direction/instructions from their designated supervisor/ Director and should liaise with them should any issues arise
- Students should familiarise themselves with the specific organisation's policies and procedures regarding working with children and vulnerable adults
- Students should remember to respect each individual and treat them with a mutual respect and understanding at all times

Please remember that what is considered “acceptable behaviour” in your home country may not be acceptable in the UK. Always consult your supervisor if you are unsure

Foyle International Ltd. 17-21 Magazine Street, Derry, BT48 6HH

Tel: +44 2871 371 535 Fax: +44 2871 371 534 Email: info@foyle.eu Website: www.foyle.eu