**Queen’s Register of Support Providers**

**AccessNI Background Checks and Certificates of Good Conduct**

Any Support Provider working in a **Tutor** and/or **Interpreter** role is required to apply for a background / criminal records check through AccessNI at the lower Enhanced level (please see [www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks](http://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks) for further information).

**Annual Self-Declaration**

As a Tutor and/or Interpreter, the work you engage in involves working with vulnerable adults and/or children in activities previously categorised as ‘regulated’ as defined by the Safeguarding Children and Vulnerable Groups (NI) Order / amended by the Protection of Freedoms Act 2012. To ensure the continued protection of these groups, you are required to complete an annual declaration to self-declare any changes to your disclosure information (see Appendix 1). Failure to declare any changes to your criminal history may result in an investigation under the relevant University Policy.

**Certificates of Good Conduct**

As the AccessNI check is currently able only to provide details of criminal offences committed in the UK and not overseas, a Support Provider in a Tutor/Interpreter role who has lived in any other country for one calendar year or more, regardless of their nationality, is required to produce a ‘Certificate of Good Conduct’ from that country.

In accordance with the University’s Safeguarding Children & Vulnerable Adults Policy (see [www.qub.ac.uk/directorates/HumanResources/MoreDetails/Recruitment/RecruitmentandSelection/SafeguardingChildrenandVulnerableAdultsPolicy/](http://www.qub.ac.uk/directorates/HumanResources/MoreDetails/Recruitment/RecruitmentandSelection/SafeguardingChildrenandVulnerableAdultsPolicy/)), AccessNI-checked Support Providers who are not UK/RoI nationals should source a Certificate of Good Conduct from the embassy of their home country.

This requirement also applies to those UK/RoI Support Providers who have previously resided in another country for at least one full year. Support Providers in this category will be required to source a Certificate of Good Conduct from the embassy of the country in which they lived.

Please note that although commonly referred to as ‘Certificates of Good Conduct’, the name of the document varies from country to country. Some examples include a ‘National Police Check’ (Australia), a ‘Criminal Record History’ (USA), ‘Inquiry about an Individual’ (Poland), ‘Police Clearance Certificate’ (Cyprus) and a ‘Police Good Conduct Certificate’ (Germany).

For further details of the application process for each country for obtaining overseas criminality information, please see [www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants](http://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants). Please note that as most certificates will not be issued in English, you should either request that it be supplied in English or that the document is accompanied by a certified translation.

Once you have obtained your certificate, please make an appointment to see the Disability Support Manager who will review the document, take a copy for record and return the original to you.

**Queries**

If you have any queries about the above, please contact Queen’s Register of Support Providers at nmhregister@qub.ac.uk or at 90 973610.

Appendix 1

**Queen’s Register of Support Providers**

**Annual Self-Declaration**

The support provision work you engage in as a Tutor and/or Interpreter may involve working with vulnerable adults and/or children in activity formerly defined as ‘regulated’ as per the Safeguarding Children and Vulnerable Groups (NI) Order, as amended by the Protection of Freedoms Act 2012.

To ensure the continued protection of these student groups, you are required to complete an annual self-declaration form in which you should disclose any criminal history. Please answer the questions below and return your completed form to the Disability Support Manager, Queen’s Register of Support Providers.

**1. Have you any convictions (spent or unspent), cautions, informed warnings or diversionary youth conferences which are not protected or filtered as defined by the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979, as amended in 2014?**

You should include details of any cautions, reprimands, and warnings issued in England and Wales or similar disposals in Scotland, or any other country.

 Yes No

If yes, please provide details, including the date of offence, disposal, conviction, and sentence:

**2. Are you currently being investigated by the police, social services, an employer or any other body or do you have any cases pending?**

 Yes No

 If yes, provide details:

Please continue on a separate sheet of paper if necessary.

**I declare that the information I have provided is accurate.**

**Name (print):**

**Position:** Support Provider

**Signature:**

**Date:**

Guidance on information that would be filtered from an enhanced level criminal history check and should therefore not be disclosed is available on AccessNI’s website at the following link: [www.nidirect.gov.uk/index/information-and-services/crime-justice-and-the-law/accessni-criminal-record-checks/accessni-filtering.htm](http://www.nidirect.gov.uk/index/information-and-services/crime-justice-and-the-law/accessni-criminal-record-checks/accessni-filtering.htm)

**Queries / Completed Forms**

Queen’s Register of Support Providers, Disability & Welfare Services, Student Guidance Centre,

Queen’s University, Belfast, BT7 1NN. **Email:** nmhregister@qub.ac.uk; **Tel:** 028 90 973610;

**Web:** [www.qub.ac.uk/directorates/sgc/disability/QueensRegisterofSupportProviders/](http://www.qub.ac.uk/directorates/sgc/disability/QueensRegisterofSupportProviders/).