

POLICY STATEMENT

It is the policy of the Government to ensure children are protected. This policy outlines the standard working with children check.

GLOSSARY OF TERMS

CROSS REFERENCES and other RESOURCE MATERIAL

Relevant Government Orders and Acts as amended from time to time

[Criminal Record Checks](#)

[Criminal Records and Employment](#)

[Use of Personal Information](#)

[PECS Form 010](#)

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Policy:

The company out of respect for its employees and clients, is committed to providing a safe and secure environment for the children and young people with whom employees may come in contact.

Government Legislation affecting all people who either work with or have contact with children and young people, has been introduced. As a result all employees (whether paid or unpaid) working with or having contact with children will be required to undergo a "Working with Children Check".

A child is defined as a person between birth and 18 years of age.

Any person convicted of a serious offence will not be permitted to work or to seek work with children where that contact is unsupervised (in either a paid or unpaid role).

The company will obtain a prohibited person declaration from any person seeking or currently working in paid or unpaid employment which primarily involves unsupervised direct contact with children where that contact is unsupervised. ***It is the responsibility of all staff to declare whether they are a prohibited person or not.***

People commencing with the company will be checked against any relevant criminal record, any relevant apprehended violence order or any relevant disciplinary proceeding.

The Working With Children Check:

The Working with Children Check is a formal process of checks to help determine the individual's suitability to work with children or have unsupervised access to children in their work.

The Police Service of Northern Ireland, will carry out the screening process and will include a criminal record check.

Outcome:

- A safer environment for children and young people.
- Staff awareness of the change in legislation and their responsibilities according to the law
- Compliance with legal obligations.

Procedure:

- With the exception of those employees who - (a) are already employed by statutory health services and have undergone a PECS check, or (b) will not be working unsupervised with children or young people - all new employees will be advised that the "Working with Children Check" will be carried out.
- All employees will be required to complete the Employment Screening Consent Form (attached).
- Screening process will be carried out through the Police Service of Northern Ireland, prior to the member being allowed out on duty. All screening processes will be facilitated confidentially.

- Once screening has been completed the Directors will prepare a risk assessment report, outlining the perceived risk, if any, in employing the new member in child related employment.
- Current employees will be required to complete the Prohibited Employment Declaration (attached).
- Should a person be recognised as a prohibited person at any time during their employment, it is the responsibility of the individual to inform the company.

EMPLOYMENT SCREENING – CONSENT FORM
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SURNAME:	
GIVEN NAMES:	
PREVIOUS NAMES/ALIASES/MAIDEN NAME:	
GENDER:	
DATE OF BIRTH:	
SPECIFIC POSITION APPLIED FOR:	
STATUS:	<input type="checkbox"/> CASUAL <input type="checkbox"/> PERMANENT <input type="checkbox"/> PAID <input type="checkbox"/> VOLUNTARY
NAME & ADDRESS OF WORKPLACE WHERE POSITION APPLIED FOR:	

I am aware that this position may involve unsupervised child contact. I give permission for a criminal record check to be undertaken to ascertain my suitability for working with children, including;

- A national criminal record check (for relevant child related offences)

I am aware that the PSNI will provide information to Divisional Management to enable them to conduct a risk assessment of my suitability to work with children in the position for which I have applied based on the information arising from the above checks.

I understand that the information provided by me for the purposes of employment screening may be used as reasonably necessary for enforcement of the criminal law or of a law imposing a pecuniary penalty. My personal information must only be used as directly related to the purpose for which the information was obtained.

I certify that the above information is complete and accurate. I understand that if I have provided false or misleading information it may result in a decision not to employ me or, if employed, may lead to a review of my appointment, including consideration of dismissal.

I consent to the employment screening checks being conducted.

NAME:	
SIGNATURE:	DATE:

Letter Explaining Prohibited Employment Declaration Form

Date

TO ALL EMPLOYEES**Re: Prohibited Employment Declaration Form**

Enclosed is a copy of the Prohibited Employment Declaration Form covering legislative developments which impact on everyone working, or seeking to work, in child-related employment.

The purpose of the Legislation is to make sure that people who are entrusted with the direct, unsupervised care of children and young people have not been convicted of any child related offences. Offences include those relating to child pornography and child prostitution. Persons who have been convicted of such offences are regarded as 'prohibited persons' and they must not apply for, undertake or remain in child-related employment.

As your employer, we are required to request that all 'employees' as defined in the legislation (including volunteers) who work in child related employment disclose whether or not they are a 'prohibited person'. Therefore, you are encouraged to take the following steps to ensure that you are well informed about the legislation:

- If you are uncertain as to whether or not you may be classed as a 'prohibited person', seek further information about this and obtain any necessary advice about your status and your eligibility for child related employment.
- If you are aware that your criminal history now precludes you from being involved in child related employment, you may wish to seek alternative forms of employment independently, or you may wish to discuss this matter with your employer (or another appropriate person) to assist you in removing yourself from child related employment in a manner that is discreet and respectful of your privacy and dignity.

This legislation imposes obligations and responsibilities upon all individuals working in child related employment. However, the operation of this legislation will undoubtedly support the company in providing a safe and secure environment to children and young persons.

The company is mindful of the importance of carrying out these legislative procedures in a manner which ensures confidentiality and privacy for all employees. Please discuss with the Directors any aspect of the Prohibited Employment Declaration Form attached.

Yours sincerely

Company Director

PROHIBITED EMPLOYMENT DECLARATION

The Order makes it an offence for a person convicted of a serious sex offence (a prohibited person) to apply for, undertake or remain in, child related employment.

Child related employment means any performance of work that primarily involves direct contact with children where that contact is not directly supervised. This can include, but is not limited to:

- involving the provision of child protective services,
- in pre schools, kindergartens and childcare centres,
- in schools and other educational facilities,
- in detention centres,
- in refuges used by children,
- in wards of public and private hospitals in which children are patients,
- in clubs, associations or movements (including those of cultural, recreational or sporting nature) having a significant child employeeship or involvement,
- in any religious organisation,
- involving foster or other child care,
- involving direct provision of clinical health services,
- involving the direct provision of counselling or other support services for children.

Under this Order:

- It is an offence for a prohibited person to apply for, undertake or remain in child related employment.
- Employers may ask existing employees both paid and unpaid and preferred applicants for child related employment to declare whether they are a prohibited person or not
- All child related employees must inform their employers if they are a 'prohibited person' or remove themselves from child related employment.
- Penalties are imposed for non compliance.

I have read and understood the attached information in relation to the Order and understand my responsibilities and obligations under this Order.

I am aware that if I have been convicted of a child related offence I am ineligible to apply for, undertake or remain in child related employment.

I understand that if after signing this declaration I am later convicted of a child related offence and become a prohibited person, I must not remain in, apply for or undertake child related employment.

I declare that (please tick the correct box)

- I am a person prohibited by the Order from applying for, undertaking, or remaining in child related employment; or
- I am not a prohibited person

NAME:	
SIGNATURE: DATE:

Note: Seek independent legal advice if you are unsure of your status as a prohibited person.

This form should be returned to the **Directors**. This declaration form will be stored securely and confidentially to protect your privacy.