Subject:

Safer Recruitment and Pre Engagement Checks for People Working, Volunteering and Providing Commissioned Services in Schools, EOTAS centres, Early Years Settings, Youth Settings, Managing Authorities and other educational settings

Department of Education
www.education-ni.gov.uk

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Target Audience:

- Principals and Boards of Governors of all grant-aided schools/education settings (including Voluntary Grammar, Integrated and Irish Medium Schools)
- Education Authority
- Council for Catholic Maintained Schools
- Northern Ireland Council for Integrated Education
- Comhairle na Gaelscolaíochta
- Proprietors of Independent Schools
- Council for Curriculum, Examinations and Assessment
- Governing Bodies Association
- Non Statutory Pre-School Providers
- General Teaching Council for Northern Ireland
- Child Protection Support Services
- Controlled Schools' Support Council
- Catholic Schools' Trustee Service
- Middletown Centre for Autism
- EOTAS Centres
- Teachers' Unions
- Support Staff Unions

Summary and Key Guidance

This circular sets out the safer recruitment, pre-engagement and Access NI requirements that apply to individuals working, volunteering or providing services within schools, EOTAS centres, early years settings, youth settings and other education settings. It replaces previous guidance and reflects current safeguarding legislation and policy requirements.

The guidance is intended to support employers, Boards of Governors, management committees and education settings

Governor Awareness:
Essential

Status of Contents:
Advice, Guidance and Implementation

Related Documents:
Child Protection and Safeguarding Guidance in Education Settings

Superseded Documents:

DE Circular 2006/07
DE Circular 2006/25
DE Circular 2012/19
DE Circular 2013/01
DE Circular 2024/10
DE Circular 2025/06

Expiry Date: N/A

DE Website:
education-ni.gov.uk

in making safe recruitment decisions and ensuring that all required employment, safeguarding and vetting checks are completed before an individual begins employment.

Key Messages

- Safeguarding children and young people must be at the centre of all recruitment and engagement decisions.
- All required pre-employment, identity, qualification, right to work and vetting checks must be satisfactorily completed before an individual commences duties.
- Organisations must assess whether a role constitutes regulated activity and obtain the appropriate level of Access NI check permitted by law.
- Individuals who are known to be barred from regulated activity must not be appointed to, or permitted to undertake, regulated activity.
- Responsibility for safer recruitment and safeguarding remains with the employer, commissioning body or organisation employing the individual. Even where another organisation completes vetting checks, schools remain responsible for obtaining appropriate assurance before permitting access to children.
- Where uncertainty exists regarding regulated activity or vetting requirements, advice should be sought from the relevant vetting service or safeguarding adviser before a decision is made.

Who Should Read This Circular?

This circular should be read by principals, Boards of Governors, employing authorities, managers and others responsible for recruiting, engaging, deploying or overseeing staff, volunteers and service providers within education settings.

For ease of reference, the term 'school' throughout this circular should be taken to include all educational settings covered by this guidance.

This circular has been prepared jointly by:

Pupil Support Team

Email: psu.mail@education-ni.gov.uk

Workforce Team

Email: TeacherWorkforceTeam@education-ni.gov.uk

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Introduction

1. This circular sets out the safer recruitment, pre-engagement and Access NI requirements that must be completed before individuals undertake duties in education settings. The appointing body must determine whether the role constitutes regulated activity, complete all applicable checks and record the outcome of recruitment and vetting checks in accordance with local procedures. A person barred from regulated activity must not undertake that activity.

2. Safeguarding responsibilities continue throughout employment and employing organisations should maintain vigilance regarding conduct, suitability and emerging concerns.

KEY MESSAGES:

- All required recruitment and vetting checks **must be completed before** employment commences.
- Individuals barred from regulated activity **must not** undertake regulated activity.
- Employers remain responsible for safer recruitment and safeguarding arrangements.
- Recruitment decisions should take account of all available information including references, employment history, qualifications, interview outcomes and any safeguarding concerns identified through the recruitment process.

Scope and Status

3. This circular replaces Circular 2025/06 and applies to recruited teaching and support staff, school-based volunteers, people supplied under managing authority commissioned contracts (for example, EA commissioned music tutors, counselling services or specialist support programmes), professionals employed by statutory agencies who provide services in settings, commissioned home to school transport personnel, and relevant members of Boards of Governors. It also addresses supply teachers and existing staff moving roles, where the duties, or location of the new role may differ.

4. External providers engaged directly by a school/ or setting will be dealt with in a separate communication to education settings.

5. Host families and work experience placements will also follow under separate guidance.

6. It should be read in conjunction with the Child Protection and Safeguarding Guidance in Education Settings, issued under DE Circular 2026/17, and any employing authority operational procedures.

Regulated Activity

7. Regulated activity is defined in Schedule 2, Part 1 of the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007, as amended.[1]

8. A person who is barred from working with children **must not** undertake regulated activity involving children.

9. A person who is barred from working with adults **must not** undertake regulated activity involving young people agreed 18 and over.

10. When determining whether a role constitutes regulated activity, schools, education settings, employers and commissioning bodies must assess the actual duties undertaken rather than relying on the job title, setting or employment status of the individual.

In practical terms, regulated activity commonly involves roles where adults are trusted with teaching, caring for, supervising or supporting children on a regular basis.

11. The assessment should be based on the statutory criteria and recorded using the school's recruitment records or other agreed documentation. In making this assessment, organisations should consider:

    i. the nature of the activities being undertaken;
    ii. the frequency, intensity and duration of contact[2] with children and young people;

[1] Current Department of Health guidance can be found at Regulated Activity in relation to Children | Department of Health this is subject to review

[2] No single factor determines regulated activity. Decisions should consider the nature, regularity and opportunity for contact with children based on the particular circumstances of the role.

iii. whether the role is carried out in a specified establishment[3], including a school or other education setting;
iv. any relevant statutory provisions relating to healthcare, personal care or overnight activities; and
v. whether any statutory exception applies.

The 'supervision exemption' has been removed and no longer applies where a person is undertaking regulated activity.

12. Where a role is determined to be regulated activity, the appropriate Enhanced Access NI and Barred List check information, must be obtained and assessed before employment commences.

13. This will include a check of the Children's Barred List, and in some cases the Adults Barred List. This will be identified by the employing authority or at school level where applicable. This will be determined by the relevant employing authority/ vetting service[4] once the application for the check has been submitted.

14. Where a role is determined not to constitute regulated activity, schools and employers should implement relevant checks, proportionate safeguarding measures appropriate to the nature of the role including visitor management arrangements, supervision where appropriate, controlled access to pupils, safeguarding information and reporting procedures.

15. Boards of Governors, Management Committees and other employers are responsible for ensuring that appropriate recruitment, vetting and safeguarding arrangements are in place. **Knowingly employing or engaging an individual who is barred from regulated activity will constitute a criminal offence under safeguarding legislation.**

16. Where there is uncertainty about Access NI eligibility or regulated activity status, advice should be sought from EA Child Protection Support Service or your managing authority recruitment team before a decision is made.

Non-UK Nationals and Overseas History

17. Where an appointment has been requisitioned by a school, the relevant employing authority will progress additional checks including if the job applicant is allowed to

[3] A specified establishment includes schools, EOTAS centres and certain other education settings defined in safeguarding legislation.
[4] Education Authority/ CCMS/ DE Teachers Pay Team

work in the UK before they commence employment. More details on this can be found at Checking a job applicant's right to work - GOV.UK

18. Where an applicant has lived or worked overseas, the employing authority should also obtain any available criminal record information (where such information exists and can reasonably be obtained), certificates of good conduct or equivalent evidence and record any limitations in the information obtained as part of local recruitment procedures. An Access NI Enhanced certificate may not always provide a record of overseas conduct.

19. If the applicant is employed as a teacher, the employer should also complete an Employer Access to the Teacher Record application with GTCNI to ensure the teacher is registered to teach prior to offering employment, as not all teacher education qualifications from outside of Northern Ireland are recognised by GTCNI.

Common Law Police Disclosure (CLPD)

20. All **employed** school-based/education/childcare-setting staff are deemed to be in 'notifiable occupations,' for the purposes of Common Law Police Disclosure (CLPD). This means police may disclose relevant safeguarding concerns to an employer where necessary to protect children.

21. Where police identify a serious safeguarding risk, relevant information may be disclosed to employers or regulators to support safeguarding action. CLPD is not a substitute for Access NI vetting.

22. Settings should manage disclosures in accordance with Circular 2015/13 Managing Allegations of Abuse Against a Member of Staff

Vetting Services

23. Given the various sectors across education here in Northern Ireland, the vetting administration is carried out by a number of different organisations. For the purposes of this guidance, they are referred to as 'vetting services'. These are:

Organisation	**Role for which Checks Undertaken**	**Contact**
Education Authority – Safer Resourcing	Controlled School Teaching Staff; All Non-Teaching Staff; NISTR; Commissioned EA services	accessni@eani.org.uk 02890 470555 (option 2- phone lines open 10am–12noon & 2pm-4pm)

CCMS	Principals, Vice Principals, and Teaching Posts within Catholic Maintained schools.	accessni@ccmsschools.com
DE Teachers Pay Team	Registered Umbrella body carrying out Access NI checks for **all** staff in the Voluntary Grammar, Integrated, and Other Maintained (incorporating Irish Medium) school sectors. They do not provide advice iro of vetting arrangements for staff – schools should contact EA CPSS for any advice.	accessnisection@education-ni.gov.uk

Section 1: Education Workforce – Paid Roles

Vetting Requirements for Teaching Roles Across Education System

This section covers temporary, fixed term and part-time teachers. The school or employing authority must establish who undertakes each check and must receive confirmation of completion before duties begin.

Check	Before teaching starts
Identity and right to work	Verify identity and statutory right to work before employment. Match the person arriving to the appointed candidate.
Access NI	Receive and assess an enhanced disclosure with children's barred list information.
Professional status	Verify GTCNI registration and qualifications required for the post.
Safer recruitment	Examine application and employment history, request explanation for any employment gaps, obtain and review references and suitability information under applicable procedures.
Overseas history	The employing authority and/or the school should undertake practicable overseas checks where relevant; do not treat a UK disclosure as covering periods abroad. Where overseas information cannot be obtained, employers should undertake and record a risk assessment, taking account of all other available recruitment evidence.

Teaching Staff

1.1 All teaching posts in schools and other education settings should be treated as roles that involve regulated activity with children. Accordingly, teachers must not commence employment until all required pre-employment checks have been completed, assessed and recorded.

1.2 The employing authority, school or other appointing body must satisfy itself that the individual has been appropriately vetted, has the legal right to work, meets the professional requirements of the post and is suitable to work with children and young people. An Enhanced Access NI check with relevant Barred List information will be required before a teacher takes up post.

1.3 Where a teaching role includes work with pupils aged 18 or over, including in certain special schools or post-16 settings, consideration should also be given to whether an Adult Barred List check is required based on the nature of the duties being undertaken.

1.4 Schools and employing authorities must ensure that safer recruitment procedures have been fully completed, including verification of identity, qualifications, professional registration, employment history and references. Where an applicant has lived or worked outside the United Kingdom, appropriate overseas checks should also be undertaken.

1.5 No teacher should commence duties on the basis that vetting checks are in progress. **All required checks must be satisfactorily completed before employment begins.**

Knowingly employing or engaging an individual who is barred from regulated activity will constitute a criminal offence under safeguarding legislation.

Supply Teachers

1.6 **Schools must only engage supply teachers through the Northern Ireland Supply Teacher Register (NISTR)**[5]. Teachers admitted to NISTR will have satisfied the registration and vetting requirements applicable to the register.

1.7 Principals should verify photographic identification when a supply teacher attends the school for the first time to confirm that the individual presenting for duty is the person engaged through NISTR.

1.8 A new Enhanced Access NI check will be required for any teacher who requests their account be moved from archived to live status if the Access NI check on their profile is dated more than three years ago. It is accepted that it would not be practical for new EDCs to be requested each time given the often-short notice of their engagement in schools. Principals engaging the services of supply teachers from NISTR should therefore expect that they have been appropriately vetted by virtue of being on NISTR but should still ask for photographic ID to be presented on the first morning they arrive for work.

IMPORTANT – reporting of any cause for concern

1.9 Principals must promptly report safeguarding, conduct or professional concerns relating to any teacher, including temporary and supply teachers, in accordance with local procedures and relevant Departmental guidance. Concerns should be shared with the employing authority, Board of Governors and, where appropriate, the General

[5] TNC 2016-1 Appropriate Use of NISTR

Teaching Council for Northern Ireland to ensure that any necessary safeguarding or regulatory action can be considered. DE Circular 2015/12 refers: Circular 2015/12 - GTCNI Registration of Teachers Amendment to Regulations NI 2015

1.10 In Northern Ireland, organisations that employ individuals or have volunteers in regulated activity must refer a person to the Disclosure and Barring Service when they remove them from that work or would have done had they not left, if they think they have harmed or may harm a child. This is called the '**Legal Duty to Refer'**[6].

1.11 Employers should ensure systems are in place to record, review and respond proportionately to 'low-level concerns regarding adults working with children. This type of concern is defined within *Section 5 Workforce - 5.2 Low-Level Concerns (Code of Conduct*) - Child Protection and Safeguarding in Education 2026[7]

1.12 Advice is available at all times from EA Child Protection Support Service or your relevant safeguarding advice provider, should you have any concerns about staff members.

Vetting Requirements for Non-Teaching/ Support Roles Across Education System

Apply this section to classroom assistants, lunchtime supervisors, administrative staff, building supervisors, catering, cleaning, youth workers, pastoral workers, invigilators, scribes, technical and similar setting employees.

1.13 For these staffing roles, schools and settings should consider the actual duties of the role and the timing/ frequency of pupil contact. You should not infer regulated activity solely from the title or presume that every person in a school has the same Access NI eligibility.

Check	Before work starts
For every employee	Verify identity, right to work, employment history and references in line with employment procedures; check qualifications or professional status where the role requires them.
If regulated activity	Obtain and assess the appropriate Enhanced Access NI disclosure with children's barred list information.
If outside regulated activity	Assess Enhanced or other Access NI eligibility on its separate legal basis; request no check above the level permitted for the role.
If overseas history	Seek appropriate additional information and consider gaps in what Access NI can show.

[6] Making barring referrals to DBS - GOV.UK
[7] Child Protection and Safeguarding in Education Guidance | Department of Education

1.14 For illustrative purposes:

i. a classroom assistant regularly supporting children is engaged in regulated activity and should therefore be subject to an Enhanced Access NI with a check of the relevant barred list;
ii. a youth worker regularly supporting children will generally require a regulated activity assessment leading to the appropriate barred list check;
iii. a lunch time supervisor or paid invigilator must be assessed against actual duties and frequency.

These illustrations do not determine eligibility in an individual case.

1.15 Staff and some members of Boards of Governors or Management Committees, whose role does not require or permit them to be on the school/organisation premises while children/young adults are present are not likely to be in regulated activity, therefore an Enhanced Access NI with barred list check is not required.

Safeguarding of children/ vulnerable adults is always the top priority.

Previous employment in the education sector

1.16 Due to the unique features of the education sector, where staff may move between schools/organisations, during the academic year and its vacation periods (in particular the long summer break), a school/ setting may be in a position where it recruits a member of staff who had previously worked at another school/organisation until the end of the preceding term. Schools/ settings should obtain advice from their relevant vetting service[8] about a further Access NI check for these individuals.

1.17 Depending on an individual's circumstances and employment history, a new Access NI check **may** not be required for paid teaching or support staff **if** their previous employment history within the education sector can be verified, their break in employment in the education sector is **no longer than three months**[9] and it is confirmed that an appropriate Access NI check was in place with the same employing authority.

1.18 If a person is moving between job roles across the education sector to a different employing authority, a new check will be required by that employing authority.

[8] See para 22 above

[9] The three-month period reflects the need to balance safeguarding assurance with the movement of staff within the education workforce, including normal academic year breaks.

1.19 As both employing authority and employer, principals and Boards of Governors of Voluntary Grammar and Grant-Maintained Integrated schools must consider each individual case very carefully and if an immediate previous period of employment within the education sector, together with evidence of an Access NI check for that period, cannot be verified from the previous employer then a new EDC **must** be obtained.

The provisions relating to previous educational employment apply equally to teaching and support staff.

Section 2: Other Roles Across Education Settings

Vetting Requirements for Volunteers Recruited via Schools/ Settings

2.1 From 1 September 2026, the supervision exemption has been removed which means that volunteer roles which meet the regulated activity criteria will therefore require the appropriate vetting checks before commencing the role. An occasional or one-off volunteer activity is not automatically required have to an enhanced or barred list check.

2.2 Before accepting a volunteer, record duties, place, frequency and duration, relevant age group and whether the volunteer will undertake teaching, supervision, care or other relevant activities.

2.3 Identity should be established. Consider references, previous experience and any qualifications necessary for the activity as part of proportionate safer recruitment.

Arrangement	Decision before volunteering begins
Regular classroom or reading volunteer	Assess both activity and specified establishment routes. As this is regulated activity, obtain Enhanced Access NI with relevant barred list information.
Occasional or one- off volunteer activity	Assess actual duties, frequency and any overnight component. Apply the level of checks legally available and appropriate to those duties.
Volunteer outside regulated activity	Do not request children's barred list information without entitlement. Determine any other eligible Access NI check and safeguarding arrangements. This may include supervision arrangements, safeguarding information, role boundaries and sign-in procedures.

All volunteers should receive proportionate safeguarding information, including how to report concerns about a child or member of staff.

Vetting Requirements for Commissioned Contractors

2.4 This section covers people supplied to a school under a contract commissioned by the Education Authority or another managing authority, including coaches, tutors, specialist practitioners and contractors working on school premises.

2.5 It **does not cover a provider commissioned or invited directly by the school** - the separate External Providers communication addresses that arrangement.

2.6 The managing authority and provider should establish, in the contract and before deployment, who assesses each role, obtains eligible checks, considers disclosed information, confirms fitness to deploy and reports changes or concerns.

2.7 For those contractors with employees from outside of the Northern Ireland/ United Kingdom i.e. the Republic of Ireland or Non-UK Nationals, managing authorities must ensure that the relevant and appropriate checks are in place.

2.8 The school/ setting should receive assurance before access or delivery starts. Assurance should normally be provided in writing and should identify the organisation providing that assurance.

Situation	Checks and assurance before deployment
Commissioned teaching, coaching or direct pupil support	The provider or commissioning authority assesses frequency and duties. Where regulated activity applies, verify Enhanced Access NI with children's barred list information, alongside employment checks. The school/ setting receives written assurance with a named person.
Maintenance, building or other site work	Assess location, timing, frequency and opportunity for contact; consider the specified establishment route. Do not seek an Enhanced with barred list check by default. If no eligible check is required, use site access controls, visitor identification arrangements, safeguarding information, supervision where necessary and pupil separation proportionate to the work.
Substitute worker or changed named person	Confirm the substitute workers clearance and identity before deployment; reassess checks when duties change. Contract terms should prevent an unchecked replacement worker arriving at school.

2.9 The school/ setting need not automatically obtain a duplicate certificate where the commissioning body has completed the appropriate checks. It must receive written confirmation that appropriate checks have been completed.

2.10 Supervision by school staff does not cover roles that fall into regulated activity.

2.11 A provider's blanket statement that all workers are vetted is insufficient for a disputed role or unidentified substitute.

Schools should ensure contractors are informed of site safeguarding arrangements and supervision expectations where appropriate.

School Transport Arrangements

2.12 Only taxi/bus/private coach firms and their named and vetted drivers, contracted to the relevant employing authority to provide home-to-school transport services, should be used to transport pupils. Schools should obtain assurance from the contracting authority or transport provider that the named driver has undergone the required checks.

2.13 Voluntary Grammar and Grant-Maintained Integrated schools must ensure that named drivers working for taxi/bus/private firms contracted to provide school transport services are vetted appropriately each time a contract is renewed or awarded.

2.14 The Education Authority must obtain enhanced Access NI Enhanced with relevant barred list checks for drivers and assistants who provide Education Authority transport services to schools/education settings or other organisations.

2.15 Private transport arrangements between parents/guardians/relatives are private, parental choices and not subject to Access NI checks.

Professional services provided by Statutory Agencies

2.16 Schools receive services from public bodies whose staff remain employed and managed by those bodies.

2.17 The employing body is responsible for the recruitment, professional registration where required and Access NI checks appropriate to its employee's actual role.

2.18 The school should receive assurance that the named practitioner, through official identification and prior notification from the employing body, is cleared to undertake the agreed work, verify their identity on arrival and agree local safeguarding, information sharing and reporting arrangements.

2.19 Schools are not normally expected to obtain evidence of individual vetting checks from statutory agencies. Assurance rests with the employing body, while schools should satisfy themselves as to the identity of the practitioner and the legitimacy of the visit.

2.20 Where regular attendance arrangements exist, local protocols should identify the agency responsible for employment, safeguarding and vetting assurance.

Service provider	Employer responsibility and school assurance
Education Authority	EA vets its staff providing professional services in schools, including education welfare officers, peripatetic teachers, educational psychologists and music tutors. The setting confirms the identity and EA assignment of the named practitioner and the scope of work.
Department for the Economy Careers Service	The Department for the Economy vets Careers Service advisers whom it deploys to schools. The setting confirms that the named adviser is assigned by the Careers Service and cleared for the planned activity.
Local Health and Social Care Trust	The relevant Health Trust vets its allied health professional staff delivering support or services to individual children or school-based programmes, according to their role. The setting confirms the named practitioner's Trust identity, deployment and clearance for the planned activity.
Police Service for Northern Ireland (PSNI)	The PSNI should confirm that names of officers who will attend scheduled or drop-in activities within a school/ setting.

2.21 The assurance may be provided through an agreed organisational process or a named confirmation; schools should record its source and date.

2.22 If an agency or another provider supplies a person rather than the public body employing them, use section B for a managing authority commissioned contract or the separate external providers circular for a school commissioned arrangement.

2.23 If duties change, the employer should reassess regulated activity and check eligibility before the new duties begin. The school remains responsible for managing access to its premises and responding to any concern about practice or conduct.

Visitors to Schools/ Education Settings

2.24 Visitors to schools – e.g. to attend meetings or events; parents; visitors to deliver goods or provide; contractors to carry out maintenance tasks; or past pupils who are no longer enrolled at the school – would not ordinarily be regarded as engaged in regulated activity and do not routinely need to be vetted before being allowed onto school premises.

2.25 Such visitors should, however, be managed by school staff and their access to areas and movement within the school should be restricted as needs require. Protocols should include:

- met/directed by school/organisation staff/representatives;
- issued with a temporary pass;
- signed in and out by the school/organisation staff;
- if appropriate, be given restricted access to only specific areas of the school/organisation;
- escorted around the premises by a member of staff;
- not left unattended, they should be clearly identified with visitor/contractor passes; their access to pupils restricted to the purpose of their visit;
- cordoned off from pupils for both safeguarding and health and safety reasons if delivering goods or carrying out building, maintenance or repair tasks (their work area).

Schools should ensure visitors understand relevant safeguarding arrangements, including signing in procedures, identification requirements and reporting processes.

School Governors

2.26 The Department is aware that both governor appointing authorities and schools have applied different arrangements for the checking of governors/Access NI since 2012.

2.27 The Department notes the importance of a consistent approach to Access NI checking across all governors and has reviewed the arrangements.

2.28 In view of the legislation, it is considered that as school governors do not normally have opportunity for contact with pupils, and as a result they are not in 'regulated activity.'

2.29 An Access NI check is therefore not required by default for school governors. This was agreed by the DE Board and then ratified by the Minister in May 2024.

2.30 Schools are reminded that in the event a governor performs activities or functions that may fall within the definition of 'regulated activity,' it is expected that schools and BoGs, in their safeguarding and child-protection role, make a local assessment on whether an Access NI Enhanced Disclosure Check is required.

2.31 The option to request an Access NI check, without a check of the barred list, is permissible under the legislation and schools/employing authorities may complete such checks if they have cause to use them as an additional safeguarding measure.

Governors should receive safeguarding training and information appropriate to their responsibilities regardless of whether an Access NI check is required.

External Providers Commissioned/ invited by Schools/ Settings

2.32 External providers, including sporting organisations, voluntary providers, private businesses that are engaged directly by a school/ or setting will be dealt with in a separate communication to schools.

Section 3: Governance and Accountability

Retention and recording of vetting checks

3.1 Schools should maintain records of recruitment and vetting assurances in accordance with Access NI requirements and local procedures. Where another organisation undertakes checks on behalf of the school, schools should retain evidence of the assurance received and the source of that assurance.

Role of Education and Education Training Inspectorate (ETI)

3.2 Through inspection of organisations, ETI evaluates arrangements for child/adult protection and alignment with DE guidance. As part of that evaluation both the principal and the chair of the Board of Governors are asked to provide an assurance that all teaching and support staff, volunteers, and extra-curricular staff have been appropriately vetted.

Section 4: Advice and Guidance

4.1 The Education Authority's Child Protection Support Service (CPSS) Child-protection-support-service-CPSS is available to offer advice to principals about child-protection concerns

4.2 Contact the relevant vetting service for your school or setting in terms of requirements, procedures and issues.

Organisation	**Role for which Checks Undertaken**	**Contact**
Education Authority- Safer Resourcing Team	Controlled School Teaching Staff; All Non-Teaching Staff; NISTR; Commissioned EA services	accessni@eani.org.uk 02890470555 (option 2- phone lines open 10am–12noon & 2pm-4pm)
CCMS	Principals, Vice Principals, and Teaching Posts within Catholic Maintained schools.	acccessni@ccmsschools.com
DE Teachers Pay Team	Registered Umbrella body carrying out Access NI checks for all staff in the Voluntary Grammar, Integrated, and Other Maintained (incorporating Irish Medium) school sectors.	accessnisection@education-ni.gov.uk

4.3 For further advice and guidance on safeguarding, please visit:

- Child Protection and Safeguarding in Education | Department of Education
- Safeguarding Vulnerable Groups – Department of Health
- Access NI Frequently Asked Questions FAQs - October 2024.PDF
- Safeguarding Vulnerable Groups - Disclosure and Barring Service | Department of Health