

## Access NI

- Lydian Care is registered and obligated to check the status of all staff in terms of criminal convictions, protection of children, and protection of adults in line with legislation. All staff registering will be checked before they can commence work. From time to time registered staff will be re-checked.
- Lydian Care follows the DHSSPS (2011) Minimum Standards (Standard 8) in ensuring 'Management Systems and arrangements are in place that support and promote the delivery of care services'.
- Staff wishing to register with Lydian Care will be asked to give their permission for the check to be done and the subsequent completed check information to be retained on file.
- All candidates will be required to completed an Enhanced Access and barring and vetting NI check, in line with RQIA stipulation.
- Information relating to Access NI validation and report reference numbers and dates will be retained in personnel files which are stored securely in the Lydian office. Access to these files is restricted to Lydian Care office personnel only. Access NI certificates will be retained by the candidate and not stored by Lydian Care.
- Lydian Care will view the certificate and consider information therein in relation to the candidate's application. In line with current guidance.

Reviewed

July 2007

January 2009

September 2010

November 2011

October 2016

July 2017

Oct 2018

Dec 2019

Dec 2020

Sept 2021

Fiona Kane Registered Manager-----

Pierre Burns Responsible Person-----

Signed: Pierre Burns (Director)

*Pierre Burns (Pierre Burns)*

Signed Fiona Kane (Registered Manager)

*Fiona Kane*



## Policy on Recruitment of Ex-Offenders

Lydian Care recognises that some candidates wishing to register will be ex-offenders. Each application will be considered on a case by case basis by the registered manager. The registered manager will seek guidance from the RQIA and NISCC.

Candidates who are ex-offenders will need to complete the full registration process which includes an Enhanced Access NI check, relevant experience and satisfactory work placed references. After which, a decision will be made in relation to their recruitment.

Reference number and record of certificate is kept electronically, certificate is viewed and not retained. This information is recorded on a compliance grid for inspection purposes.

Lydian Care retain the right as a registered care provider working closer with 'Children or Adults at risk of harm', are exempt under the rehabilitation of offenders order (1978). In which we may ask an applicant about spent convictions. This is known as asking an exempted question, which by answering the applicant will have a legal obligation to disclose spent convictions.

Created July 2007 PB  
Reviewed Jan 2009  
Reviewed Sept 2010  
Reviewed April 2017  
Reviewed Oct 2018  
Reviewed Dec 2019  
Reviewed Dec 2020  
Reviewed Sept 2021

Fiona Kane Registered Manager-----

Pierre Burns Responsible Person-----

Signed: Pierre Burns (Director)

*Pierre Burns (Pierre Burns)*

Signed Fiona Kane (Registered Manager)

*Fiona Kane*



## Lydian Care Access NI Process

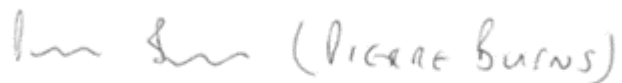
- 1) Candidates must complete a full application form (this includes convictions declaration)
- 2) Following a successful interview candidates will be asked to complete an 'Enhanced and barring list check Access NI'
- 3) Completion of the Access NI form is done online using a link which is sent to the applicant.
- 4) The identity of the applicant is checked by Lydian Care and verified
- 5) From time to time Lydian Care may contact Access NI to enquire regarding the timeframe of an application. This can only be done by specific personnel who are registered to do so.

Created July 2007 PB  
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Reviewed Dec 2020  
Reviewed Sept 2021

Fiona Kane Registered Manager-----

Pierre Burns Responsible Person-----

Signed: Pierre Burns (Director)

Handwritten signature of Pierre Burns in cursive script, followed by the text "(Pierre Burns)" in a similar cursive style.

Signed Fiona Kane (Registered Manager)

Handwritten signature of Fiona Kane in cursive script.