

Guidance on Recruitment / AccessNI within PCI

Contents

1.1 Recruitment Flow Chart

1.2 Regulated Activity

1.3 List of Roles Eligible for an Enhanced Disclosure (with or without a barred list check)

1.4 List of Roles NOT Eligible for an Enhanced Disclosure

1.1 Recruitment Flow Chart

Application Form

Step 1 of appointment process, the new leader / helper form can be found here – [New-Leader-Application-July-2026.pdf](#)

Interview

Interview to be carried out by Organisation lead and DP, Elder or appointed person. Example interview questions can be found here - [Church-Leader Helper-Recruitment-Questions-June-2026.docx](#)

References*

References to be provided by the applicant and obtained by interview panel. Reference request form can be found here - [Reference-Request-Form-V001-Mar-2026.pdf](#)

Criminal records
check and
confirmation

An AccessNI application must be completed (where applicable) and confirmation MUST be received from the Safeguarding Department to the appropriate person for example the Designated Person, Minister, Church Administrator, Clerk of Session. **Please note the online application must be completed first, following this the paper application will be filled in by the applicant and returned to the church for sign off prior to being sent to the Safeguarding Department.** The AccessNI application form can be found here – [Access-NI-July-2026.pdf](#)

Kirk Session final
approval and
appointment

The Kirk Session MUST satisfy themselves that the interview, references and AccessNI has been completed in order to give final approval.

Training for role

Once interview and AccessNI have been completed, the Designated Person should ensure that the applicant attends and completes safeguarding training at the earliest opportunity preferably before they start their role.

Commence role

Once the applicant has successfully gone through the appointment process, they may take up the role.

***Please see Chapter 6 for further information regarding references**

[6: Recruitment | Presbyterian Church Ireland](#)

1.2 Regulated Activity

Regulated activity is something that a person working in Northern Ireland must not do if the Disclosure and Barring Service (DBS) has “barred” them from working with children and adults. It is an offence for a barred person to do such work or to apply to do such work.

It is unlawful for an organisation to apply for an AccessNI enhanced disclosure if the potential employee or volunteer will NOT be in a position of Regulated Activity. An AccessNI disclosure provides information on an individual’s criminal record history/ relevant police information/barred lists status – this is deemed to be “sensitive data”.

Where an individual is working in regulated activity with children or adults, they are entitled to apply for an AccessNI enhanced check, together with a check of the “barred” lists held by the Disclosure and Barring Service and the Scottish Government. **The Presbyterian Church in Ireland only processes Enhanced AccessNI Applications, Basic and Standard applications will be rejected.**

What positions are considered to be working in regulated activity with children?

AccessNI considers that, in broad terms, while working or volunteering for a charity an individual may find themselves in regulated activity with children while undertaking one of the following activities:

- ✳ Teaching, training, instructing or caring for or supervising children **(once a week or four times per month);**
- ✳ Advice or guidance provided wholly or mainly for children relating to their physical, emotional or educational wellbeing **(once a week or four times per month);**
- ✳ Transportation i.e. driving a vehicle only for children **(once a week or four times per month)**
- ✳ Providing personal care i.e. feeding, dressing or assistance with toileting **(only has to happen once)**
- ✳ Any overnight activity **(only has to happen once)**

For further information please refer to the documents from the Department of Health and Justice below.

[AccessNI checks - working with children in the voluntary sector - updated 12 November 2019.pdf](#)

[Regulated Activity in relation to Children:](#)

What positions are considered to be working in regulated activity with adults?

AccessNI considers that, in broad terms, while working or volunteering for a charity, an individual will be in regulated activity and eligible for an enhanced check, with barred list check when undertaking one of the following activities. A person need only do any of these activities once to be considered as being in regulated activity:

- ✳ Providing health care **(must be a health care professional)**

- * Providing personal care e.g. toileting/assistance
- * Providing social work (**must be a regulated social worker**)
- * Assistance with general household matters –
 - Managing the person's cash;
 - Paying the person's bills;
 - Shopping on their behalf
- * Assistance in the conduct of a person's own affairs
 - Enduing power of attorney;
 - Order of the High Court;
 - Being appointed a controller by the High Court;
- * Conveying to and from medical or social care appointments (**personal arrangements are not in scope for an Enhanced check, it MUST be arranged through a church context to be eligible for an enhanced check**)

[Regulated activity adults NI Factual Note](#)

1.3 List of Roles Eligible for an Enhanced Disclosure

This list has been produced on a common understanding of roles within the Presbyterian Church in Ireland. However, roles may differ in various contexts.

Role	Type of Check
Children's Coach e.g. football, badminton, dance etc	Enhanced with Children's barred list
Children's Ministry Leader e.g. Sunday School leader, Children's church leader, Holiday Bible Club leader etc	Enhanced with Children's barred list
Youth Club	Enhanced with Children's barred list
Creche Leader/Helper	Enhanced with Children's barred list
Host Families with children staying at their home	Enhanced with Children's barred list
Organist or Choir Master for children only frequently teaching/supervising children	Enhanced with Children's barred list
Minister of Religion	Enhanced with Children's barred list

1.4 List of Roles NOT Eligible for an Enhanced Disclosure

- * Tea and Coffee Server
- * Security Person
- * Car Park Attendant
- * Audio visual – unless an official group set up to teach children

For further information please refer to the documents from the Department of Health and Justice below.

[AccessNI checks - working with adults in the voluntary sector.pdf](#)

[Regulated activity adults NI Factual Note](#)