



Our ref: IH-DT/ML

BY EMAIL OR BY POST

14 May 2013

**To: all Practice Principals and Managers
Dental practices providing private dental care and treatment**

Dear Sir/Madam

Staff recruitment – criminal records disclosures

The purpose of this circular letter is to provide clarification regarding the process to be followed when applying for records disclosures from AccessNI as part of your staff recruitment procedures.

There have been occasions when the Regulation and Quality Improvement Authority (RQIA) has received applications to process or has received applications returned by AccessNI where RQIA has been cited as the body applying for the records check in respect of staff to be employed in dental practices.

RQIA does not undertake the processing of AccessNI applications on behalf of employers and under no circumstances should you reference RQIA on these applications. As an employer you have the option to register with AccessNI as a registered body, or alternatively, you may choose to use an umbrella body ie this is an organisation which has registered with AccessNI to make applications for standard and enhanced disclosures on behalf of other organisations.

Further information may be accessed on the AccessNI website <http://www.dojni.gov.uk/index/accessni.htm> or by contacting the Helpline number: 0300 200 7888

Specific Information relating to Umbrella Bodies can be accessed on the AccessNI website at the following link - <http://www.dojni.gov.uk/index/accessni/who-uses-ani/umbrella-bodies.htm>

In the event that the AccessNI Helpline staff have provided you with advice contrary to the above, then please report this to your Inspector advising of the date, time and Helpline staff member who took the call. RQIA will then follow this up with AccessNI.

Yours sincerely

ELAINE CONNOLLY
Senior Inspector
Independent Healthcare Team