

May 2018

A chara,



As part of the Comhairle Uladh C.L.G code of best practice in relation to child protection and to comply with current child protection legislations it has been decided to take the necessary steps to ensure that all personnel working with children i.e. under 18 within our counties and clubs must as part of our safe recruitment procedures be vetted.

In order to comply with the legislation under The Protection of Children and Vulnerable Adults (N.I.) Order 2003, the 2007 Safeguarding Vulnerable Groups (NI) Order and the The Protection of Freedoms Act 2012, it has been our policy from the 1st April 2008 to ask for the relevant check to be carried out by AccessNI. This check will enable Comhairle Uladh to ensure there is no known reason that should prevent those individuals from working with Children and/or Vulnerable Adults.

To ensure that everyone is satisfactorily and legally involved, it is necessary that all personnel working with Children and /or Vulnerable Adults shall be classified as unsupervised and should apply as such. All activity involving a Child and/or Vulnerable Adult will be deemed as training or coaching regardless of the specific role being undertaken by the individual insofar that they are directly accessible to Children and/or Vulnerable Adults.

The check will tell us: if you have a criminal record; if your name is included on the Disclosure and Barring Scheme (DBS) list of individuals barred from engaging in regulated activity with children; or if relevant the DBS list of individuals barred from engaging in regulated activity with adults; and any other information held by the authorities that may be relevant to the position applied for. Any information received will be treated confidentially and recruitment decisions will be made with discretion and will only have the involvement of the Comhairle Uladh case management group and will be treated with strict confidentiality. Should we need to speak to you regarding any information received we will do so without delay. A copy of your disclosure certificate will be returned directly by AccessNI to you and will be requested to send this to us if there is information on your certificate. You will hear from us when your certificate has been issued with further instructions.

In order for us to comply with the relevant legislation we request that the attached form is completed and returned via the Club nominated officer to: the Child Protection Manager: **Comhairle Uladh CLG, 8-10 Market Street, Armagh, BT61 7BX, marked confidential**

We would request that this matter be treated as a matter of urgency.

Is mise, le meas,

Bearní Ní Sionnaigh

Child Protection Manager

Chomhairle Uladh

ACCESSNI ENHANCED DISCLOSURE CERTIFICATE

PIN NOTIFICATION AND ID VALIDATION FORM – VOLUNTEERS

Before completing this form if you wish to discuss any concerns you may have you can contact the Child Protection Manager.

Applicants Name: _____

Contact Number / Email: _____

Club Name: _____ **Position:** _____

Organisation: GAA Camogie Ladies Football Rounders Handball

(Please circle all codes that apply)

Is this a voluntary position? Yes No

Does the position involve working with: (please tick)

Children Vulnerable Adults Both

The position you are applying for requires you to be engaged in regulated activity as defined by the Safeguarding Vulnerable Groups Order (NI) 2007. This requires you to undertake an enhanced AccessNI disclosure check which will also include a barred list check. Is there any reason you are aware of that would prevent you from working with children or vulnerable groups?

Yes No

Applicants Signature: _____ Date: _____

I confirm that I have verified the ID Documents attached to this cover form in line with guidance provided:

Club Officer Name: _____ **Position:** _____

Club Officer Signature: _____ **Date:** _____

Data Protection

Information on this form will be treated in confidence. AccessNI is registered with the Information Commissioner and data supplied by you on this form will be processed in accordance with the provisions of the Data Protection Act 1998. The full protection statement is set out in section 1.10 of the Guide and can be accessed by visiting

www.nidirect.gov.uk/accessni

The details provided on this Form may be referred by AccessNI to Government data sources specified in the Police Act 1997 (as amended) for matching purposes. Where a match is found data may be released to AccessNI for inclusion on the Disclosure Certificate. The details provided may also be used to update data source records where necessary, and they may also be used to confirm identity against external data sources using an electronic authentication product.

If this is the first time you have used the NIDirect website, you will need to register an account. For further guidance please refer to the Ulster GAA E-Vetting Guidance Document.

Applicant instructions

1. Go to www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body
2. Select the green button to [Apply for an enhanced check through a registered body](#).
3. Register your account by creating a user ID and password [**keep these details safe as you will need them to track the progress of your case**].
4. Once you have successfully logged in, you will be taken to the on-line application.
5. Enter the PIN number below at [Step 1](#) of the form completion

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6. Complete the remainder of the form and click on **confirm and proceed** to finish the on-line process.
7. You must note below the 10 digit AccessNI reference number in the boxes below:-

Application Reference¹

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8. Return this form to the Club Nominated Officer or the person who asked you to complete the AccessNI application.

Failure to complete the Form correctly may result in a delay with your online application or the form being rejected. There is no fee for checks on volunteers however if it is a position of paid employment or where exclusions apply as outlined by AccessNI (www.nidirect.gov.uk/accessni) then a fee will be charged.

- Appropriate photocopies of Identity Documents must be submitted along with this form. Please note that the acceptable forms of ID has now changed and you should follow the guidance overleaf
- Completed forms must be returned to the **Club Nominated Officer** who will verify your ID and send to: the Child Protection Manager **Comhairle Uladh CLG, 8-10 Market Street, Armagh, BT61 7BX, marked confidential**

Identity validation

Three documents should be produced in the name of the applicant; **one from Group 1 and two from Group 1 or 2a or 2b**. At least one document must show the applicant's current address. If this is not possible, then **four documents from Group 2a and 2b** should be produced, one of which being a birth certificate issued after the time of birth. One document must show the applicant's current address.

¹ This is the 10 digit case reference number provided on the confirmation page (Step 12) and email when the applicant completes their details on the AccessNI on-line system.

GROUP 1

- | | |
|---|--|
| <input type="checkbox"/> Current passport (any nationality) | <input type="checkbox"/> Original birth certificate (UK, Isle of Man or Channel Islands) issue at time of birth |
| <input type="checkbox"/> Biometric Residence Permit (UK) | <input type="checkbox"/> Original long form Irish birth certificate –issued at time of registration of birth (ROI) |
| <input type="checkbox"/> Current driving licence (UK, ROI, Isle of Man, Channel Islands or any EEA country) | <input type="checkbox"/> Adoption certificate (UK, Isle of Man or Channel Islands) |

GROUP 2a

- | | |
|---|---|
| <input type="checkbox"/> Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth | <input type="checkbox"/> Electoral ID card (NI only) |
| <input type="checkbox"/> Marriage/Civil Partnership Certificate (UK, ROI, Isle of Man or Channel Islands) | <input type="checkbox"/> Current driving licence photocard (full or provisional) All countries outside the EEA |
| <input type="checkbox"/> HM Forces ID card (UK) | <input type="checkbox"/> Current driving licence (full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands, EEA) |
| <input type="checkbox"/> Firearms licence (UK, Channel Islands and Isle of Man) | <input type="checkbox"/> Immigration document, visa or work permit (issued by a country outside the EEA – valid only if the applicant is working in the country that issued the document) |

GROUP 2b

- | | |
|--|---|
| <input type="checkbox"/> Mortgage Statement (UK, EEA) | <input type="checkbox"/> Land and Property Services rates demand (NI only) |
| <input type="checkbox"/> Financial statement, for example ISA, pension or endowment (UK) | <input type="checkbox"/> Council tax statement (Great Britain, Channel Islands) |
| <input type="checkbox"/> P45 or P60 statement (UK, Channel Islands) | |

Above documents must be issued within the last 12 months

- | | |
|--|--|
| <input type="checkbox"/> Credit card statement (UK,EEA) | <input type="checkbox"/> Bank or building society account opening confirmation letter (UK, EEA) |
| <input type="checkbox"/> Bank or Building society statement (UK, EEA) | <input type="checkbox"/> Utility bill (not mobile phone) (UK, EEA) |
| <input type="checkbox"/> Bank or Building society statement (Outside EEA) (Branch must be in the country where the applicant lives and works) | <input type="checkbox"/> Benefit statement, for example Child Benefit, Pension etc (UK, Channel Islands) |
| <input type="checkbox"/> Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC (UK, Channel Islands) | |

Above documents must be issued within the last 3 months

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|---|--|
| <input type="checkbox"/> EU National ID card | <input type="checkbox"/> Cards carrying the PASS accreditation logo (UK, Isle of Man, Channel Islands) |
| <input type="checkbox"/> 60+ or Senior (65+) SmartPass issued by Translink (NI) | <input type="checkbox"/> Letter from head teacher or further education college principal (UK for 16 -19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided) |
| <input type="checkbox"/> yLink card issued by Translink (NI) | <input type="checkbox"/> Letter of sponsorship from future employment provider or voluntary organization (Non UK or non-EEA only for applicants residing outside UK at time of application) |

Above documents must be valid at the time of checking