

## Access NI Vetting Check



### Welcome to Carryduff Colts!

Thank you for expressing an interest in working with us. We are committed to keeping football safe for everyone who works with us and plays football with us. In line with this commitment, as part of every recruitment process we must

- (a) give you some information;
- (b) get some information from you;
- (c) ask you to apply for an Access NI Enhanced Disclosure Check; and,
- (d) ask you to share any information from the Access NI Check with us.

This information helps us make decisions about making offers of employment, entering in volunteer agreements or contracting with suppliers.

You and we need to complete this form and take the actions that are set out in it. The form has 4 Sections. The steps that both you and we will take on the basis of the information in this form are set below



**Section 1: Information on the position that is being filled – to be completed by a Welfare Officer of the Association, League or Club affiliated to the Irish FA**

**Notes for the Welfare Officer:**

**Under safeguarding vulnerable groups legislation:**

(a) any person who is barred from working with children or vulnerable adults will be committing an offence if they work or volunteer, or try to work or volunteer with these vulnerable groups.

(b) any organisation who knowingly employs a person who is barred from working with children and vulnerable adults will also be breaking the law.

(c) an organisation, who works with vulnerable groups, is legally required to inform the Disclosure and Barring Service if they have dismissed an employee or volunteer because they have harmed a child or vulnerable adult, or you would have done so if they had not left.

<b>1.1</b> Name of Affiliated Association, League or Club making the appointment					
<b>1.2</b> Name and role of the Welfare Officer completing this section					
<b>1.3</b> Position to be filled					
<b>1.4</b> Type of position	Employment	<input type="checkbox"/>	Volunteer	<input type="checkbox"/>	Service provider
<b>1.5</b> Will the person in this position be supervised at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1.6</b> If the position involves unsupervised working with children, describe the nature of the unsupervised activity.	Once a week				(EDC)
	Any overnight stay				(EDC)
	Four or more times in a thirty day period				(EDC)
	Four or more times a year, but less than four times in any thirty day period				
<b>1.7</b> If the position involves unsupervised working with Vulnerable Adults, describe the nature of the unsupervised activity.	Driving a minibus every week, including to and from football events				(EDC)
	Providing personal care				(EDC)
	Handling money				(EDC)
	Other – describe this activity here	(may be EDC)			



**Section 2: Validating the identity of the applicant for the position – to be completed by the appropriate official of the Affiliated Association, League or Club**

Three documents should be produced in the name of the applicant; **one from Group 1 and two from Group 2**. If this is not possible, then **four documents from Group 2** should be produced, one of which being a birth certificate issued after the time of birth. At least one of these documents should be photographic identification.

**Applicant details as they appear on the ID documentation provided:**

Full name : .....

Date of Birth : 

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Current postcode : 

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**I confirm I have seen the original ID documentation as indicated on the attached sheet.**

Date of ID check : 

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Signed : .....

GROUP 1	GROUP 2
<input type="checkbox"/> Current passport (any nationality)	<input type="checkbox"/> Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth
<input type="checkbox"/> Biometric Residence Permit (UK)	<input type="checkbox"/> Marriage/Civil Partnership Certificate (UK, Isle of Man or Channel Islands)
<input type="checkbox"/> Current driving licence (UK, ROI, Isle of Man, Channel Islands or any EU country)	<input type="checkbox"/> HM Forces ID card (UK)
<input type="checkbox"/> Original birth certificate (UK, Isle of Man or Channel Islands) issue at time of birth	<input type="checkbox"/> National Insurance Card or notification letter with NI number (UK)
<input type="checkbox"/> Original long form Irish birth certificate –issued at time of registration of birth	<input type="checkbox"/> Firearms licence (UK and Channel Islands)
<input type="checkbox"/> Adoption certificate (UK, Isle of Man or Channel Islands)	<input type="checkbox"/> Bank / Building Society Account Confirmation Letter
	<input type="checkbox"/> Electoral ID card (NI only)
	<input type="checkbox"/> EU National ID card
	<input type="checkbox"/> Cards carrying the PASS Accreditation logo (UK and Channel Islands)



\* documentation  
must be less than  
3 months old

- Senior SmartPass (Translink) (NI only)
- Current UK driving licence (old paper version)
- Examination certificates (16-18 year olds only)
- Bank/Building Society Statement (UK or EEA)\*
- Credit card statement (UK or EEA)\*
- Utility Bill (UK or ROI)\* – not mobile phone
- Benefit statement (UK)\*
- Addressed payslip\*
- Mortgage statement (UK or EEA)\*\*
- Financial statement (UK)\*\*
- P45/60 statement (UK and Channel Islands)\*\*
- Land and Property Services Agency rates demand (NI only)\*\*
- Work Permit/Visa (UK) (UK Residence Permit)\*\*.
- Letter from a Head Teacher or Further Education College Principal (16-18 year olds in full time education – only to be used when other documentation routes are exhausted)\*\*

\*\* documentation  
must be issued  
within the last 12  
months

***End of Section 2: Validating the identity of the applicant for the position***

***Section 3 next : Applicant personal details, pre-check declarations and instructions on how to complete an online AccessNI Enhanced***



**Section 3: Applicant personal details, pre-check declarations and instructions on how to complete an online AccessNI Enhanced Disclosure vetting check**

**Notes for Applicants**

- (a) If any of the boxes marked **(EDC)** in Section 1 above are ticked, this position is eligible for an Enhanced Disclosure Check.
- (b) If the box marked **(may be EDC)** in Section 1 is ticked, this position may be eligible for an Enhanced Disclosure Check, depending on the information you provide.
- (b) By signing this form, you give permission for us to progress with an application that involves a check against the Barred List. It is a criminal offence to apply for an Enhanced Disclosure check if you are on one of the Barred Lists.
- (c) A criminal record will not necessarily prevent an applicant from gaining a position.
- (d) We require all applicants to disclose to us, in confidence, the Access NI Disclosure Certificate that they receive at a meeting that we will arrange as part of the selection process.
- (e) We will consider the information contained in the Access NI Disclosure Certificate, assess whether or not any convictions relevant to the role for you which are applying and inform you of our decision.
- (f) We will record our decision and retain this record confidentially.
- (g) We will not retain any information that is in any Access NI Certificate you disclose to us.
- (h) The Access NI Code of Practice can be found at <http://www.irishfa.com/grassroots/child-protection/new-vetting-service/>

<b>3.1</b> Name of Applicant		
<b>3.2</b> Date of Birth		
<b>3.3</b> Address		
<b>3.4</b> Contact details	Telephone	email
<b>3.5</b> Have you had any treatment for any illness during the past 5 years which may have a bearing on your ability to work with children and young people? If "Yes", please specify here	Yes	
	No	
<b>3.6</b> Is there any reason why you cannot take up a position in a Regulated Activity (that is, working regularly in an unsupervised activity with children, young people or vulnerable adults)? If "Yes", please discuss this, in confidence, with the Welfare Officer, who will arrange to meet you when you receive any Access NI Disclosure Certificate (see Section 3.14 below).	Yes	
	No	
<b>3.7</b> Do you have any convictions that are not Protected (as defined by the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979, as amended in 2014)? If "Yes", please discuss this, in confidence, with the Welfare Officer, who will arrange to meet you when you receive any Access NI Disclosure Certificate (see Section 3.14 below).	Yes	
	No	
<b>3.8</b> Why do you wish to be considered for this position?		



**Section 3: Applicant personal details, pre-check declarations and instructions on how to complete an online AccessNI Enhanced Disclosure vetting check**

**3.9** Give details of any previous experience you have of working with children, young people or vulnerable adults, including the organisation, dates and times and nature of the work – continue on the separate sheet if necessary and attach it to this form.

**3.10** Have you attended the Irish FA Safeguarding Children and Young People in Football training course at any time? If so, please provide details of the date and venue and attach a copy of the certificate you received at the time. If you have attended more than one, please provide details of all training attended.

**3.11** Have you participated in an online Safeguarding and Child Protection training course approved by the Irish FA. If so, please provide details of the date and attach a copy of the certificate you received when you completed the online course. If you have completed more than one, please provide details of all training attended.

**3.12** Referee (if required by the Association, League or Club making the appointment)

Referee	Name	
	Address	
	Telephone/email	

**3.13 Making an Access NI online application**

- (a) Go to [www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body](http://www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body)
- (b) Select the **Green Button** to Apply for an enhanced check through a registered body.
- (c) Create an account by registering your email address and creating a password – **keep these details safe** as you will need them to track the progress of your application on the Access NI website.
- (d) Once you have successfully logged in, you will be taken to the on-line application.
- (e) Enter the Irish FA's PIN number (387125) at **Step 1** of the form completion.
- (f) Enter the name of the Irish FA service, Affiliated Association, League or Club which is considering you for the position.
- (g) Complete the remainder of the form and click on **CONFIRM AND PROCEED** to finish the on-line process.
- (h) The Access NI system will provide you with the **10 digit Access NI reference number**. Write this number into the box below and retain a copy of the number for your own use.

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(i) Give this completed form back to Welfare Officer who completed Section.



**Section 3: Applicant personal details, pre-check declarations and instructions on how to complete an online AccessNI Enhanced Disclosure vetting check**

(j) This person will also arrange to meet with you in confidence to discuss the information provided in the Access NI Disclosure Certificate that you receive.

**(k) You should know that if you do not disclose the information in any Access NI Disclosure Certificate – regardless of the content – to the Welfare Officer, your application will be rejected.**

**3.14 Meeting with applicant to discuss information in the in the Access NI Disclosure Certificate**

Date:    Place:    In attendance:

**3.15 Outcome of discussion on Access NI Disclosure Certificate**

<b>Applicant appointed</b>	<b>Applicant not appointed</b>
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**Section 4: Irish FA Safeguarding and Player Welfare action and recording**

4.1 Received by whom and date

5.2 Information transferred to Irish FA records                          Yes/No

5.3 Verification of Access NI action on this application

5.3c Access NI Certificate issue with Information Disclosed (Certificate Issued field is blank)	5.3a AccessNI Certificate issued with “No Information” (N)
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5.3d Issue written notification that <ul style="list-style-type: none"> <li>• Access NI have disclosed information in relation to the Applicant;</li> <li>• Advising Club to undertake conviction/risk assessment process;</li> <li>• Informing Club of advice services available from Irish FA Safeguarding and Player Welfare Team</li> </ul>	5.3b Update Irish FA Records and close case
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5.4 Provision of conviction/risk assessment advice by Irish FA S&PW Team

5.4b If no request for advice received after 5 working days of issue of Written Notification, follow up telephone call and email from S&PW Team to Club – see S&PW Club File for records	5.4a Yes – see S&PW Club File for records
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5.4c If no request for advice received after 7 working days – S&PW issue Non-Compliance Letter



5.4d DCS agrees risk assessment and protection plan - See S&PW Club file for assurance action

**Irish FA Safeguarding and Player Welfare Recording Standard in relation to Access NI Disclosure Checks**

(a) All information provided in this form will be transferred to the Irish FA Access NI database for the purposes of recording the decision-making process.

(b) The Irish FA may retain a record of any information disclosed in any Access NI Disclosure Certificate which is relevant to a Conviction Assessment decision.

(c) When the Irish FA confirms that an Access NI Disclosure Check has returned no information, the Irish FA will record this and destroy the related application forms in accordance with the Data Protection Act, 1998.

(d) The Irish FA will retain a record of any communication – telephone, email and face-to-face – which evidences the provision of guidance to applicant for the role or the person who is responsible for making the decision to employ an applicant, to engage them as a volunteer, or engage the applicant as a service provider.

(e) The Irish FA will retain a record of any request to an Association, League or Club for information on an appointment decision, including any response or no response from the Association, League or Club.

