****

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 also to Comhairle Uladh.

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 Provincial Children’s officer **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,



**Bearni Ní Sionnaigh**

Provincial Childrens’ Officer

Chomhairle Uladh

**ACCESSNI 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 Provincial Children’s officer.**

**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 🞏

|  |  |
| --- | --- |
| Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**\*For further information on regulated activity, please contact Ulster GAA Children’s Officer (028) (048)37521900**

**Application check list.**

1. **Have you enclosed relevant photocopies of \*identity documents as required?**

**\* Documents must be verified by nominated person in club**

***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**](http://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.**

**Please follow the instructions below:**

**Applicant instructions**

1. 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)
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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **8** | **3** | **3** | **0** | **2** | **1** |

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

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Application Reference[[1]](#footnote-1) |  |  |  |  |  |  |  |  |  |  |  |

1. 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**](http://www.nidirect.gov.uk/accessni) **) then a fee will be charged.**

* **Appropriate photocopies of Identity Documents must be submitted along with this form.**
* Completed forms must be returned to the **Club Nominated Officer** who will send to: the Provincial Children’s officer **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 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.



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. [↑](#footnote-ref-1)