

Access NI Instructions

Vetting - NI Sports Forum

This is for members and clubs based in Northern Ireland.

Legislation

Safeguarding legislation enables organisations to carry out background checks on those individuals they engage to work, or volunteer, in regulated activity. The checks are issued by AccessNI.

The Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012 defines 'regulated activity' with children and adults. Regulated activity is work which a barred person must not undertake. It is a criminal offence for a barred person to seek or undertake work from which they are barred, and it is an offence for organisations to 'knowingly employ' a staff member or involve a volunteer in regulated activity if they are barred.

Under safeguarding legislation:

- a person who is barred from working with children or vulnerable adults will be breaking the law if they work or volunteer, or try to work or volunteer, with those groups
- an organisation which knowingly employs someone who is barred to work with those groups will also be breaking the law
- if your organisation works with children or vulnerable adults and you dismiss a member of staff or a volunteer because they have harmed a child or vulnerable adult, or you would have done so if they had not left, you must tell the Disclosure and Barring Service (DBS)

Who needs to be vetted?

Any person who carries out a role in regular 'regulated activity'.

Regular means carried out by the same person frequently (once a week or more) or on four or more days in a 30 day period or overnight.

If a post meets the definition of regulated activity, organisations must request an Enhanced Disclosure with Barred List check through AccessNI on the preferred candidate prior to confirming an offer of work/volunteering. If not barred, the organisation will use its discretion regarding any criminal history information which may be contained on the Disclosure certificate.

What if the applicant is under 16 years of age?

You must be 16 years old or over to get an enhanced check.

Is it an offence if you are not vetted?

It is a criminal offence, to permit any person to commence working with children or vulnerable persons without that person first obtaining an enhanced disclosure from Access NI in respect of the role for which they have been recruited.

Process:

The majority of the process is carried out online via nidirect.

1. Individuals to carry out process as outlined in Applicant Instruction by Northern Ireland Sports Forum found, <http://www.inlinehockeyireland.org/pages/safeguarding>
 - a. Role to be Coach, Manager, etc.
 - b. Note, organisation is Inline Hockey Ireland (IHI) along with club name.
2. Enter relevant information including Application Reference onto form and return to club Validator (club safeguarding officer or committee member) along with ID documents outlined.
 - a. Club Validator checks everything is completed fully.
3. Send completed form and copies of the relevant ID documents outlined by email to IHI.
4. Inline Hockey Ireland's Safeguarding Officer (or other) then checks the form and sends a copy of the completed form to NISF for processing.
5. Individuals will receive their disclosure via their NI Direct account. They will receive an email from Access NI.
6. Individuals should share this with the relevant persons (club and IHI) using the feature within NI Direct.
 - a. No other method of viewing, neither digital nor paper, guarantees the validity of the Certificate.
 - b. When an applicant shares their disclosure certificate with the Registered Body or employer, the recipient will only be permitted to view the certificate on ONE occasion. This is a security measure to prevent the certificate being shared further without the applicant's consent.
7. Only at this point if appropriate can the person begin working or volunteering with children or vulnerable persons.

Retaining Information

Clubs must retain securely:

- Soft copy of disclosure document.
 - This can be destroyed 12 months after departure unless otherwise specified.

IHI will retain securely on its Drive with only the appropriate IHI personnel having access:

- Soft copy of Access NI form for as long as the person is active in the role.
- Soft copy of disclosure document.
- These can be destroyed 12 months after departure unless otherwise specified.
 - Please let us know if a person has left a role.

Other Information

- Please ensure forms are completed legibly.
- A fee of £10 per applicant will be invoiced to the club.
- Persons will need to be re-vetted every three years.
- Applicants residing outside the island of Ireland must also be vetted, please contact us for further information.