

Access NI Instructions

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 'regulated activity'.

From 10 September 2012 regulated activity relating to children includes:

1. Unsupervised activities: teaching, training, instructing, caring for or supervising children, providing advice/guidance on well being, driving a vehicle only for children;
2. Work for a limited range of establishments (specified places) with opportunity for contact with children for example schools, children's homes, childcare premises, children's hospitals. Work undertaken by supervised volunteers in these places is not regulated activity.

Work under 1 or 2 is regulated activity if undertaken regularly. 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 now 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. Being a smaller body we must use an Umbrella Body which is currently the Northern Ireland Sports Forum (NISF).

1. Individuals to carry out process as outlined in Applicant Instruction by NISF here, https://s3.amazonaws.com/rsportz-production/file_assets/attachments/000/021/252/original/NISF_Access_NI_Document.pdf
 - a. Role to be Coach, Manager, etc.
 - b. Note organisation is Inline Hockey Ireland along with club name.
2. Enter relevant information including Application Reference onto form.
3. Send form and copies of the relevant ID documents outlined to michael.creane@inlinehockeyireland.org
4. Once received, documents and ID will be checked for errors and IHI will complete the Identity Validation section. (All information and documents sent are kept private and only to be seen by the Relevant Person, Northern Ireland Sports Forum & Access NI).
5. IHI then submits the application to the Northern Ireland Sport Forum for processing.
6. Individuals should receive completed check in the following weeks. Once received IHI will:
 - a. Confirm result from vetting with club/applicant.
 - i. Club/Association to make decision regarding individuals appointment
 - b. Destroy all documents and information sent to vetting services and authorities.
7. Vetting will stand for 4 years, after this it is IHI policy to re vet.

A fee of £10 per applicant will be invoiced to the club.

- Please list all roles on the one form that the applicant may fill that have access to children.
- The fee is reduced to £5 if one of the applicants roles is an IHI position.



Other Information

All the documents required can be viewed and downloaded at the address below

<https://ihi.rsportz.com/pages/safeguarding>

Also found in the safeguarding section will be documents/forms in relation to new volunteers applying within our sports organisation, please use similar documents or the same when taking on new volunteers at club level.

The IHI Safeguarding Officer is PJ Cunningham, please only contact by phone if asked to or in the case of a serious matter.

pj.cunningham@inlinehockeyireland.org or +353 (0) 87 170 2464

Roles such as Chairperson, Treasurer, Secretary do not have to be vetted for unless they are going to have substantial access to children. It would be unusual for those in these roles to do so.