

June 2023

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As part of Ulster GAA Safeguarding and Vetting Policies and to comply with current Safeguarding Legislations, all personnel working with children under 18 or vulnerable groups within our counties and clubs must be appropriately vetted prior to commencement of their role.

To ensure compliance 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 Enhanced Disclosure Application to be carried out by AccessNI. This check will enable Ulster GAA to ensure there is no known reason that should prevent those individuals from working with Children and/or Vulnerable Groups.

To fulfil the GAA Safe Recruitment Policies it is necessary that all personnel working with Children and /or Vulnerable Groups shall be classified as unsupervised and should apply as such. All activity involving a Child and/Vulnerable Group 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 Groups.

The Enhanced Disclosure 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.

A copy of your disclosure certificate will be returned directly by AccessNI to you and you 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. Any information received will be treated confidentially, and recruitment decisions will be made with discretion by Ulster GAA case management team. Should we need to speak to you regarding any information received we will do so without delay.

A copy of your Ulster GAA Acceptance letter will be sent via email to you and copied to your club secretary when your application has been accepted.

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: accessni.ulster@gaa.ie or in hard copy via: the Safeguarding Manager: **Ulster GAA CLG, 8-10 Market Street, Armagh, BT61 7BX, marked confidential.**

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

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Bearní Ní Sionnaigh

Safeguarding Manager

Ulster GAA

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 Safeguarding Manager on 07920429205.

Applicants Name: _____

10 Digit Reference Number:

Contact Number / Email: _____

Club Name: _____ Position in Club: _____

Organisation: GAA Camogie Ladies Football Rounders Handball Scór

(Please circle all codes that apply) GAA Membership Number : _____

Is this a voluntary position? Yes No

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

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 2018. Access NI Privacy Notice can be accessed by visiting <https://www.justice-ni.gov.uk/sites/default/files/publications/justice/accessni-revised-privacy-notice-3-May-2018.pdf>

Data supplied by you on this form will be processed in accordance with the Data Protection Act 2018. Ulster GAA and Access NI are Joint Data Controllers of the personal data provided on this form. The personal data provided on this form is used for the purpose of carrying out a disclosure check including a barred list check which you are legally obliged to undertake prior to engaging in regulated activity as defined by the Safeguarding Vulnerable Groups Order (NI) 2007. Your personal data can be accessed by Ulster GAA, your County's GAA, your Club and Access NI. Your personal data will be stored securely by Ulster GAA for 125 years. If you require further information, please contact the GAA's Data Protection Officer at dataprotection@gaa.ie. Should you wish to make a complaint or report a breach, you can do so by emailing the Data Protection Commission at info@dataprotection.ie or by contacting the Information Commissioner's Office at ico.org.uk/livechat, or 0303 123 1113."

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.

For further guidance please refer to the Ulster GAA E-Vetting Guidance Document. **If you have any problems creating your NIDA account or linking your AccessNI account to your new NIDA account please contact AccessNI on 0300 200 7888.**

Applicant instructions

1. Go to www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body
2. Select the green button to Create or log in to a nidirect account or apply for an enhanced check

If you created an AccessNI account before 17 July 2018, you can no longer use this to apply for a check. You must create an NIDirect Account (NIDA) and log in to apply. You can then link your AccessNI account to your NIDA.

To create your NIDA account, simply click on the Create account button on the log on page (Step 1) and enter your details on the Capture contact details.

For existing AccessNI account users, for convenience, AccessNI would suggest that you use the same email address and password that you used for your previous AccessNI account log on details. **[keep these details safe as you will need them to track the progress of your case].**

3. Once you have successfully logged in, you will be taken to the on-line ***Enhanced*** Disclosure application.
4. Enter the PIN number below at [Step 1](#) of the form completion

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5. Complete the remainder of the form and click on **confirm and proceed** to finish the on-line process. **Please ensure you include ALL forenames, including middle names.**
6. You must note below the 10-digit AccessNI reference number in the box on page one of this form -
7. 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 your **Club Nominated Officer** who will verify your ID and send to: the Safeguarding Manager **Ulster GAA, 8-10 Market Street, Armagh, BT61 7BX, marked confidential**
- Ulster GAA complies with the Access NI Code of Practice in relation to the use of the information provided to us as a Registered Umbrella Body, for the purposes of assessing an individual's suitability for employment, voluntary positions and other relevant purposes. A copy of this Code of Practice is available at <https://www.nidirect.gov.uk/publications/accessni-code-practice>
- Ulster GAA Access NI - Recruitment of ex – offenders policy and the Access NI Process Handling, Storage and Retention policy can be viewed at <https://ulster.gaa.ie/safeguarding/access-ni/>

Identity validation

Three documents should be produced in the name of the applicant; **one from Group 1 and two from 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.

GROUP 1 : Primary identity documents

- | | |
|--|---|
| <input type="checkbox"/> Current passport (any nationality) | <input type="checkbox"/> Original birth certificate (UK, Isle of Man and Channel Islands including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces) issued with 12 months 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 (Ireland) |
| <input type="checkbox"/> Current driving licence (UK, Isle of Man, Channel Islands or Ireland) | <input type="checkbox"/> Adoption certificate (UK, Channel Islands or Ireland) |

GROUP 2a : Trusted government documents

- | | |
|---|--|
| <input type="checkbox"/> Birth certificate (UK, Isle of Man, Channel Islands or Ireland) issued after time of birth | <input type="checkbox"/> Electoral ID card (NI only) |
| <input type="checkbox"/> Marriage / Civil Partnership Certificate (UK, Channel Islands or Ireland) | <input type="checkbox"/> Current driving licence photocard, full or provisional (All countries outside of the UK (excluding Isle of Man and Channel Islands)) |
| <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 and Ireland) |
| <input type="checkbox"/> Firearms licence (UK, Channel Islands or Isle of Man) | <input type="checkbox"/> Immigration document, visa or work permit (Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the country in which the role is based) |

GROUP 2b : Financial and social history documents

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

Above documents must be issued within the last 12 months

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|---|--|
| <input type="checkbox"/> Credit card statement (UK or Ireland) | <input type="checkbox"/> Bank or building society account opening confirmation letter (UK) |
| <input type="checkbox"/> Bank or Building society statement (UK, Channel Islands or Ireland) | <input type="checkbox"/> Utility bill (not mobile phone) (UK or Ireland) |
| <input type="checkbox"/> Bank or Building society statement (Countries outside the UK) (Branch must be in the country where the applicant lives and works) | <input type="checkbox"/> Benefit statement, for example Child Benefit, Pension, etc (UK) |
| <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 and Channel Islands) | |

Above documents must be issued within the last 3 months

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|--|--|
| <input type="checkbox"/> EEA National ID card | <input type="checkbox"/> Cards carrying the PASS accreditation logo (UK, Isle of Man and 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"/> Irish Passport Card (Cannot be used with an Irish passport) | <input type="checkbox"/> Letter of sponsorship from future employment provider or voluntary organisation (Non-UK only - valid for applicants residing outside UK at time of application) |

Above documents must be valid at the time of checking