

A Chara,

As part of Michaela Foundation's statement 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 Camps and activities 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 Protection of Freedoms Act 2012, it is our policy to ask for the relevant check to be carried out by AccessNI. This check will enable Comhairle Uladh (as umbrella body) on behalf of Michaela Foundation 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; 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 joint case management group between Michaela Foundation and Comhairle Uladh 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 to **Michaela Foundation, Unit 6, Scarva Road Industrial Estate, Banbridge, Co. Down BT32 3QD**. Michaela Foundation will then forward it to Comhairle Uladh CLG, 8 – 10 Market Street, Armagh. BT61 7BX. Comhairle Uladh are the umbrella body who assist in the processing of Michaela Foundation's application.

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

Le gach dea-ghuí,

Úna Kelly

National Children's Officer, Michaela Foundation

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 Michaela Foundation
(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

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
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

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

Application Reference¹

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8. 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.**
- 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**

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.

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.

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)
	<input type="checkbox"/> Senior SmartPass (Translink) (NI only)
	<input type="checkbox"/> Current UK driving licence (old paper version)
	<input type="checkbox"/> Examination certificates (16-18 year olds only)
	<input type="checkbox"/> Bank/Building Society Statement (UK or EEA)*
	<input type="checkbox"/> Credit card statement (UK or EEA)*
	<input type="checkbox"/> Utility Bill (UK or ROI)* – not mobile phone
	<input type="checkbox"/> Benefit statement (UK)*
	<input type="checkbox"/> Addressed payslip*
	<input type="checkbox"/> Mortgage statement (UK or EEA)**
	<input type="checkbox"/> Financial statement (UK)**
	<input type="checkbox"/> P45/60 statement (UK and Channel Islands)**
	<input type="checkbox"/> Land and Property Services Agency rates demand (NI only)**
	<input type="checkbox"/> Work Permit/Visa (UK) (UK Residence Permit)**
	<input type="checkbox"/> 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 less than 3 months old

** documentation must be issued within the last 12 months

**THIS FORM SHOULD BE RETAINED WITHIN YOUR ORGANISATION
PLEASE DO NOT SEND IT TO ACCESSNI**