

Recruitment/Vetting Process for Clubs

Steps 1 to 9

Guidance from AccessNI is that Umbrella organisations should not make recruitment decisions for the organisations they assist with Disclosures. This does not mean that they cannot be involved in these recruitment decisions, either by;

- Supporting their clubs in making decisions by advising them on how to assess any potential risks arising from information returned directly to the club via the Governing Body, or
- Insisting that all those involved in the sport even at club level are appointed via safe recruitment procedures that are managed by the Governing Body. The decision about who to recruit can remain with the club but the Governing Body would have the final say over who should not represent the sport and would be able to insist that a particular person does not volunteer in the sport. This would also mean that the Governing Body may decide that an individual can volunteer in the sport but when the club receives the information they may set a higher threshold and not recruit them.

Information returned to the Umbrella organisation from AccessNI should be returned to the club via the Governing Body. The individual applicant will also receive a copy of the Disclosure Certificate directly from AccessNI. The Disclosure certificate must be destroyed by the club once a recruitment decision has been made, but the individual is advised to retain their copy.

The following guidance is based on a Governing Body having their own Sports specific application form (sample in Appendix 1) to complement the AccessNI Disclosure Certificate Application Form and the Governing Body being involved in the recruitment decision-making process.

Step 1

A club identifies certain positions within their club either paid or voluntary which they believe meet the criteria for an individual to undergo an Enhanced level check. Examples of this could be;

- a coach who works with young people or vulnerable adults,
- a driver who regularly transports young people or vulnerable adults,
- a volunteer who, though not a coach, takes some responsibility for the safety of young people or vulnerable adults during training events or tournaments
- those who travel to away trips matches, particularly overnights

This list is only an example and is not exhaustive.

Step 2

The Designated Club Officer, with responsibility for recruitment and vetting, may download copies of UBTI/Clubs Recruitment Form (Appendices 1, 2 and 3) and AccessNI disclosure certificate from the UBTI website www.ulstertennis.co.uk. These forms can be photocopied.

Step 3

The Designated Club Officer distributes both forms and an envelope marked **confidential** to the individual coaches/ officers/ officials/ volunteers/ staff who will work with or manage those who work with children or vulnerable adults. The designated club officer should outline the procedure regarding accuracy and confidentiality to the individual.

Only the successful applicant will have an AccessNI check completed for them. The recruitment applications of the unsuccessful applicants should be destroyed after a final decision has been taken.

Step 4

Each applicant completes fully both of their own individual forms - *Please note; AccessNI Application- complete parts A B and C only. Other sections to be completed by UBTI as the Umbrella Organisation.* The club Chairman/President signs a confirmation letter stating what forms of identification they have seen in relation to the applicant, (see letter attached – Appendix 2). The Recruitment application form is copied and a copy retained by the club. The original Recruitment application form, AccessNI form, letter stating confirmation of sight of correct identification, and AccessNI fee, if applicable, are placed in the confidential envelope and returned to UBTI for the attention of the Lead Signatory Ms Dorothy Moore.

Step 5

At UBTI only the Body Lead Signatory Ms Dorothy Moore will open the envelope and check each individual form to ensure that it is completed properly, before forwarding it to AccessNI. (NOTE that any form that is incomplete will be returned directly to the individual applicant for correction and re-submission).

In the context of AccessNI's services, Question E5 'prescribed purpose' relates to the [Enhanced](#) disclosure process. The regulations under [Part V of the Police Act 1997](#) set out or 'prescribe' the positions which qualify for an enhanced Disclosure. Therefore, a position which appears in the regulation as being of a 'prescribed purpose' will require an enhanced disclosure. The Governing Body Lead signatory must tick this box when requiring an enhanced check.

Step 6

The designated club officer will retain the copy of the Recruitment application form in a secure place and follow up on the references given. A sample of a reference application is attached – Appendix 3.

Step 7

When AccessNI receive a request for an Enhanced level check AccessNI will check each individual's details against;

- The Criminal Record Viewer – which contains the NI criminal record, and
- The Police National Computer – which contains the GB criminal record.
- Disqualification from Working with Children (DWC (NI) List)
- Disqualification from Working with Vulnerable Adults (DWVA (NI))
- List 99 held by DCSF
- DoH PoCA and PoVA lists
- Unsuitable Persons List held by DE
- Relevant Scottish Lists
- Information held by relevant Police Forces throughout the UK for any additional non-conviction material, including cases pending, which the Police consider relevant for Disclosure.

AccessNI notes any offences or relevant information that appear to be linked to an individual based on the details set out on the form submitted. Once AccessNI has completed its process the form is returned to the Governing Body Lead signatory.

Step 8

The UBTI Lead signatory, Ms Dorothy Moore, reviews every record where there has been a Disclosure from AccessNI. Any individual Disclosure deemed relevant to the Safeguarding of children or vulnerable adults will be anonymised and reported to the UBTI Case Management Group. The Case Management Review Group makes the final determination on whether or not a disclosure is relevant or contrary to the Governing Bodies safeguarding standards. In instances where the Case Management Review Group is concerned about the suitability of an individual in their current role within a club based on an AccessNI Disclosure or wishes to seek clarification, the individual in question will be contacted directly and invited to a confidential meeting to assist in the decision making process.

Step 9

Certificates that are returned with no information or information that is not deemed relevant to the Safeguarding of children or vulnerable adults should be forwarded on to the contact person in the club.

This guidance has been put together based on information from;

- AccessNI www.accessni.gov.uk
- Our Duty to Care 2007 DHSSPS
- Getting It Right 2005 DHSSPS
- The Code of Ethics and Good Practice for Children's Sport
- Protection of Children and Vulnerable Adults (NI) Order

The Child Protection in Sport Unit would also like to acknowledge the work already undertaken by;
Ulster Branch of Irish Rugby Football Union,
Ulster Branch of Tennis Ireland, &
Ulster Branch of Irish Hockey Union.

Guidance completed April 2008. For further information please contact Paul Stephenson at the Child Protection in Sport Unit pstephenson@nspcc.org.uk or Tel: 028 90355756