



Appendix 1

THE SAFE RECRUITMENT GUIDANCE FOR CLUBS & THE NEW ULSTER TENNIS SAFEGUARDING PROCESS

Tennis Ulster have been working together to produce and distribute a series of documents to support the organisation and work of clubs. They are associated with effective management, coaching and safety. This is to assist our clubs in doing all they can to safeguard children and young people.

These documents are free to use and Tennis Ulster encourages and advises clubs to do so by visiting the Tennis Ulster website at at <https://www.ulstertennis.co.uk/resources>

. We would particularly wish to highlight the following advice to our clubs;

1. Safe Recruitment Guidance for Clubs

Tennis relies heavily on the time and commitment freely given by volunteers/parents and without this the opportunities for children and young people to participate would not exist. We recognise that there is often a difficulty obtaining volunteers, but believe that the recruitment and selection of volunteers is an essential part of ensuring that children continue to enjoy tennis while remaining safe.

Tennis Ulster recommend that clubs will ensure good recruitment procedures by;

- Defining the role the individual is applying for
- Insisting that a person applying for any post of responsibility within the club complete the relevant Ulster Tennis form that includes a self-declaration form and also obtaining the individual's signed permission to enable Ulster Tennis to request an Access NI Enhanced Disclosure with a **Children's** barred list check on behalf of the club. Tennis Ulster are the Umbrella Body registered with Access NI to carry out requests for Disclosure Certificates for all Ulster Affiliated Tennis Clubs. Please ensure you are familiar with Access NI Code of Practice & Explanatory Guide at <https://www.ulstertennis.co.uk/resources> under the Category Access NI
- Obtaining 2 references in writing, (the request for references will only be sought for preferred applicants)
- Setting a probationary period (6 months is recommended for staff or long term volunteers).
- Ensuring that all appointments are formally agreed by club management executive.

Good recruitment and selection procedures will help screen out and discourage those who are not suitable from joining your club/organisation.

2. The New Tennis Ulster Safeguarding Process

The 7 steps of the Tennis Ulster Access NI process are outlined below;

Step 1

A club identifies certain **regulated** positions within their club either paid or voluntary which they believe meet the criteria for an individual to undergo an Enhanced level check with a Barred List Check. Examples of this could be

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

This list is only an example and is not exhaustive.

Please note that an organization which knowingly allows a barred person to work in Regulated activity will be breaking the law.

It is an offence to request sight of an individual's full criminal record if you have no legal basis to do so.

Step 2

The Designated Club Official with responsibility for recruitment and vetting, see Appendix 1 Club Recruitment Form and Appendix 2 Information, PIN Notification & ID Documentation Form which details how the applicant applies on-line for an Access NI Disclosure <https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body>

Step 3

The Designated Club Official distributes both forms together with

Appendix 3 Tennis Ulster Code of Practice on Storage and Handling of Disclosure Information,

Appendix 4 Tennis Ulster Policy on the Recruitment of Ex-Offenders and

Appendix 5 Access NI Code of Practice together with

Appendix 6 Access NI Privacy Policy

in an envelope marked confidential to the individual coaches/ officers/ officials/ volunteers/ staff who will work with or manage those who work with children or adults defined as vulnerable. The designated club officer should outline the procedure regarding accuracy and confidentiality to the individual. The recruitment applications of the unsuccessful applicants should be destroyed after a final decision has been taken.

Step 4

Each applicant completes Appendix 1 Information, PIN Notification & ID Documentation Form and follows instructions on how to apply for a Disclosure Certificate on-line. The applicant must include the 10 digit Access NI Reference number in the box at No 12 (this number will be provided on the confirmation page and email when the applicant completes their details on the Access NI on-line system) The applicant must complete and sign Page 3 of the Information, PIN Notification and ID Information Form, sections 1- 10 Sections 11-14 must be completed by The club Chairperson/President/Secretary/Treasurer/ Children's Officer signs and stating on page 3 what forms of original identification they have seen in relation to the applicant. The Recruitment application form is copied and a copy retained by the club. The original Recruitment application form, PIN Notification & ID Information Form, together with copies of original ID submitted by the applicant,

are emailed to Anna McCartan annamccartan@ulstertennis.co.uk There is a fee of £32 charged by Access NI. This fee should be paid before the process can be completed. Details of the bank account are on the bottom of Page 3 of the form.

Step 5

The designated club official will retain a copy of the Recruitment application form and the PIN Notification & ID Information Form in a secure place and follow up on the references given. Page 10 of the Recruitment Form is used to gain references (if appropriate) on the applicant. Page 11 Code of Conduct) must be completed by all Applicants.

Step 6

When Access NI receive a request for an Enhanced Disclosure with a barred list check Access NI 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. –
- Relevant Disqualification 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.

Step 7

Digital certificates are issued to the applicant only when no information has been disclosed. This can be viewed by the applicant through their NI Direct Account and can be shared by the applicant if necessary. The lead signatory or countersignatory at Tennis Ulster are notified by Access NI that a certificate has been issued and that no information has been disclosed.

Certificates are issued to the applicant by post only when there is a disclosure. Tennis Ulster are advised by Access NI that there is a disclosure. Tennis Ulster will request a copy of the certificate from the applicant through the Club Contact for a discussion before risk assessing the information disclosed.

Those checked returned with no information or information that is not deemed relevant to the Safeguarding of children or adults defined as vulnerable will be retained by Tennis Ulster (Appendix 3 Tennis Ulster Code of Practice on Secure Handling, use, storage and retention of Disclosure Information.)

Tennis Ulster will notify the Club via email address on the PIN Notification & ID Information Form when Access NI issue certificate.

This guidance has been put together based on information from;

- Access NI www.accessni.gov.uk –
- Our Duty to Care DHSSPS –
- The Code of Ethics and Good Practice for Children's Sport
- Protection of Children and Vulnerable Adults (NI) Order
- Safeguarding Vulnerable Groups (NI) Order
- Protection of Freedoms Act 2012

PLEASE NOTE TENNIS ULSTER DO NOT ACCEPT ACCESS NI CERTIFICATES FROM OTHER ORGANISATIONS (only on an exceptional basis)

Guidance completed March 2015. For further information please contact Paul Stephenson at the Child Protection in Sport Unit pstephenson@nspcc.org.uk or Tel: 0203 222 4246

Updated 24 July 2019

Updated 23rd August 2021

See appendices attached

PIN NOTIFICATION + ID DOCUMENTATION FORM

(Enhanced disclosure checks- Tennis Ulster)



Applicant instructions

1. Go to <https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body>
2. Select the green button to create a nidirect account and apply for an enhanced check. If you already have a nidirect account you should use this. You may be prompted to uplift this account to a higher level – instructions will appear on screen. <https://www.nidirect.gov.uk/publications/guide-creating-nidirect-account-accessni-applications>
3. You will need to retain your login credentials for future use.
4. A digital identity validation will be conducted when you create or uplift the nidirect account. Your current name, DOB and current address will be verified by nidirect. You will be asked to upload the required identity documentation and provide a selfie. Instructions will appear on screen. If there are problems creating this account contact nidirect on **0300 200 7868** or email nida@nidirect.gov.uk.
5. Once you have successfully created/logged in, you will be taken to the on-line AccessNI application.
6. Enter the PIN number below at **Step 1** of the form completion.

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7. Complete the remainder of the application.
8. Upload the required identity documents to the AccessNI application form. You are required to upload **two** identity documents, chosen from the AccessNI list provided, to the AccessNI application form to allow the Signatory to verify that middle names and previous surnames have been provided. To help avoid delays, where possible the following documents should be uploaded with the application form:-
 - Applicant's birth certificate issued at time of birth or another suitable document that confirms the name(s) at birth and date of birth;
 - A document that contains both the applicant's current name and photograph.
9. Continue to complete the remaining fields on the application.
10. At STEP 12 you must confirm and date the declaration.
11. When you click on **confirm and proceed** the application will be automatically forwarded to the Signatory for approval.

Access NI Application
Reference¹

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12.

ACCESSNI LIST OF ACCEPTABLE IDENTITY DOCUMENTS

Original Birth certificate (issued within 12 months of birth)	UK, Isle of Man and Channel Islands – including those issued by UK authorities overseas, eg Embassies, High Commissions and HM Forces
Certified copy of birth certificate (issued more than 12 months after time of birth)	UK, Isle of Man, Channel Islands or Ireland
Long form Irish birth certificate (issued at time of registration of birth)	Ireland
Adoption Certificate	UK, Channel Islands or Ireland
Passport	Any current and valid passport
Irish Passport Card	Cannot be used with an Irish passport, Current and Valid
Current driving licence photocard	Full or provision – UK, Isle of Man, Channel Islands or Ireland
Current driving licence photocard (full or provisional)	All countries outside the UK (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) – paper version (if issued before March 2000)	UK, Isle of Man, Channel Islands and Ireland
eVisa – via weblink and share code	Current and valid
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, Current and Valid
Electoral ID card	Northern Ireland only
Marriage / Civil Partnership certificate	UK, Channel Islands or Ireland
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man, Current and Valid
Mortgage Statement	UK or Ireland, dated within 12 months
Financial statement, for example ISA, pension or endowment	UK or Ireland, dated within 12 months
P45 or P60 statement	UK or Channel Islands, dated within 12 months
Land and Property Services rates demand	Northern Ireland only, dated within 12 months
Council tax statement	UK or Channel Islands, dated within 12 months
Credit card statement	UK or Ireland, dated within 3 months
Bank or Building Society statement	UK, Channel Islands or Ireland, dated within 3 months
Utility bill (not mobile phone)	UK or Ireland, dated within 3 months
Benefit statement, for example Child Benefit, Pension etc	UK, dated within 3 months
Official Government/Council Document	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, dated within 3 months
EEA National ID card	Current and Valid
SmartPass issued by Translink	Northern Ireland
yLink card issued by Translink	Northern Ireland
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands, Current and Valid
Letter from head teacher or further education college principal	UK – for 16 to 19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided

Letter of sponsorship from future employment provider or voluntary organisation	Non UK only – Valid only for applicants residing outside UK and Ireland at time of application
Exceptional circumstances – Document agreed with organisation.	Cannot be used unless advised by organisation.

It is standard good recruitment practice for employers or those appointing volunteers and coaches to satisfy themselves as to the identity of those applying for positions. The role of Tennis Ulster as an Umbrella Body who is assisting clubs through the checking process to ensure documentary evidence is validated, and that we can indicate on the ID Validation Form that the checks have been made. Tennis Ulster must comply with Access NI Code of Practice.

Please complete page 3 of this form with your club representative and your club representative must email this form to annamccartan@ulstertennis.co.uk

Applicant details as they appear on the ID documentation provided:

1. Full name :(include all forenames)

2. Date of Birth :

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3. Current postcode :

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4. Passport Number : _____ 5. Driving Licence Number _____

6. National Insurance Number: _____

7. Name of Club _____ 8. State Role Applied for (i.e coach, junior club volunteer etc)

9. Applicant's Confirmation: *'I agree to passing written approval to the Club and Tennis Ulster' for the purpose of completing an Access NI Check and understand that the process will include a check against the Children's Barred List.*

Yes No (please tick as appropriate)

10. Applicant's Signature: _____

11. Name of Club Contact (to notify when Access NI Disclosure Completed) _____

12. Email Address & Phone number of Club Contact _____

Confirmation I have seen the original ID documents as indicated on Page 2 of this form.

I confirm the applicant has the right to work in the UK.

13. Signed: _____ Date: _____

14. Payment: Yes No **Volunteer Roles No Charge/anyone in a Paid Position £32**

(Please tick as appropriate)

WARNING: It is an offence if you knowingly make a false statement for the purpose of obtaining, or enabling another person to obtain a Disclosure.

PAYMENT: Disclosures are free for all volunteers. Access NI levy a charge, currently £32 for a person in a paid capacity either staff or coach. Please make a bank transfer to Tennis Ireland Ltd Sort Code 950679 A/C No 10120588, quoting applicant name and club name as a reference

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GDPR - INFORMATION, PIN NOTIFICATION & VALIDATION FORM PRIVACY NOTICE

UPDATED JANUARY 2019 (GDPR SECTION)

The General Data Protection Regulations were introduced on 25th May 2018 and Tennis Ulster respect the privacy and data security of our affiliated Tennis Clubs. The relationship that Tennis Ulster hold with your Club is important to us. The privacy statement below covers how Tennis Ulster collects and processes personal data from our Tennis Clubs.

How we use your information & how long we will retain it

Tennis Ulster will retain the following information on the Information, PIN Notification & Validation form for 90 days and will use the information to;

- Administer, process and acquire the Access NI check on behalf of Clubs

Please Note: Access NI Check application responses will be held by Tennis Ulster for 3 years.

Personal Data

- The personal data that we normally hold on the Information, PIN Notification & Validation is;
 - Name of applicant
 - Date of Birth of applicant
 - Club of applicant
 - Passport Number
 - Driving License
 - National Insurance Number
 - Permission of the applicant for the Club and Tennis Ulster to complete an Access NI check
 - Club Responsible person contact details (email address and telephone number)
- Tennis Ulster hold special categories of personal data on the Information, PIN Notification & ID Validation form as above and will not hold longer than 90 days after the recruitment or other relevant decisions have been taken; or after the date on which any dispute about the accuracy of the Disclosure information has been resolved.

Data Controller

- The data controller for your personal information is Tennis Ulster.
- We will not share any of your data with third parties unless we have a data sharing agreement in place.
- We will never sell any of this data to a third party.

Your Rights

- Tennis Ulster respects your rights in relation to your data and if you wish to update, access, erase or limit the use of your information please let us know by emailing info@ulstertennis.co.uk

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The information that you have given on the Tennis Ulster Information, PIN Notification & ID Validation form is a true and accurate record and you are content to provide information to UBTI on the basis outlined above.

To provide your consent to this statement please tick I agree

or please tick I do not agree if you do not consent.

Signed _____ Date _____

Please return this form by email to annamccartan@ulstertennis.co.uk.

Please ensure that if a fee of £32 is due this must be made by bank transfer. Bank details are on page 3 of this form.

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AccessNI Disclosure – Applicant Information Leaflet

As part of the recruitment process for a role in which you have expressed an interest, a criminal record check is required to be completed. In Northern Ireland this check is undertaken by AccessNI, upon receipt of a valid application. A disclosure certificate will be issued at the end of the process, including criminal record and other relevant information.

You can find out more about AccessNI criminal record checks on the nidirect website here

<https://www.nidirect.gov.uk/articles/information-disclosed-criminal-record-check>

Before the AccessNI process is commenced, and if you are applying for an Enhanced check (with a Barred List check), you are required to disclose if there is any reason why you cannot work in Regulated Activity.

The AccessNI application must be made on-line through the nidirect website. You will be required to set up a nidirect account to complete your application. The application will be checked and authorised by an approved Umbrella Body before being transferred to AccessNI for processing. A link to the AccessNI Privacy Notice is available <https://www.justice-ni.gov.uk/publications/accessni-privacy-notice>

You should note the following important information about the AccessNI application process:-

1. Tennis Ulster has been appointed to check and authorise your application.
2. The name of the authoriser is Anna McCartan.
3. The PIN to be used on the on-line application is 283979
4. Your Club and not the Umbrella Body, will be responsible for the decision whether or not to offer you a position.

5. Having a criminal record does not necessarily prevent you from obtaining a position.
6. A policy is in place that sets out the organisation's approach to recruiting ex-offenders – a copy of this can be made available at your request.
7. The AccessNI statutory Code of Practice is available on the nidirect website and can be viewed at:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

If you have any questions in relation to this process you should, in the first instance, contact the person who asked you to complete the AccessNI application.
