



Appendix 1

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

Ulster Tennis 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 Ulster Tennis encourages and advises clubs to do so by visiting the Ulster Tennis website at at <https://www.ulstertennis.co.uk/resources> Type Access NI into the Search Bar

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. This guidance is for the recruitment of either a paid or unpaid coach or volunteer.

Ulster Tennis 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 Ireland Ulster Branch 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 Ulster Tennis Safeguarding Process

The 7 steps of the Ulster Tennis 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 Validation Form which details how the applicant applies on-line for an Access NI Disclosure www.nidirect.gov.uk/accessni. The applicant will have to create an NI Direct Account <https://identity.nidirect.gov.uk/Customer>

Step 3

The Designated Club Official distributes both forms together with Appendix 3 Ulster Tennis Code of Practice on Storage and Handling of Disclosure Information, Appendix 4 UBTI 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 Validation 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 7 (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 2 of the Information, PIN Notification and ID Validation Form, sections 1- 10 Sections 11-17 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 Validation Form, together with copies of original ID submitted by the applicant, are now emailed to annamccartan@ulstertennis.co.uk. Payment of the fee if applicable is made by bank transfer, bank details are included on the PIN Notification & ID Validation Form.

Step 5

The designated club official will retain a copy of the Recruitment application form and the PIN Notification & ID Validation 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 UBTI 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. UBTI are advised by Access NI that there is a disclosure. UBTI 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 Ulster Tennis (Appendix 3 Ulster Tennis Code of Practice on Secure Handling, use, storage and retention of Disclosure Information.)

Ulster Tennis will notify Club via email address on the PIN Notification & ID Validation 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 new Process for Coaches/other relevant persons required to be Access NI Checked through Ulster Tennis directly and not through a Club
- The Designated Club Official with responsibility for recruitment and vetting, see Appendix 1a Club Recruitment Form and Appendix 2 Information, PIN Notification & ID Validation Form which details how the applicant applies on-line for an Access NI Disclosure www.nidirect.gov.uk/accessni

- The Designated Club Official distributes both forms together with Appendix 3 Ulster Tennis Code of Practice on Storage and Handling of Disclosure Information, Appendix 4 UBTI 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.

PLEASE NOTE ULSTER BRANCH TENNIS IRELAND 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



It is standard good recruitment practice for employers or those appointing volunteers to satisfy themselves as to the identity of those applying for positions. The role of Ulster Tennis 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. Ulster Tennis must comply with Access NI Code of Practice.

Applicant instructions

Before Starting you will need the following

- 1. Address including postcode for last 5 years**
- 2. National Insurance No**
- 3. Driver’s Licence No & Passport No**

- 1. Go to <https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body>
- 2. Select the green button to create an nidirect account and apply for an enhanced check. If you already have an nidirect account you can use this rather than creating a new one.
- 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. This Pin No will ensure that your application is allocated to Tennis Ireland Ulster Branch Account.

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- 6. Complete the remainder of the e-application and click on **confirm and proceed** to finish the on-line process.

- 7. You must note the 10 digit Access NI reference number in the boxes below:-

Application Reference¹

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- 8. ID Validation Form must be completed
- 9. Return this form to the person who asked you to complete the Access NI application with the appropriate ID as indicated on the ID Validation form

Application Reference¹ This is the 10 digit case reference number provided on the confirmation page and email when the applicant completes their details on the Access NI on-line system.

IDENTITY VALIDATION *Please Note:* Three documents should be produced in the name of the applicant; **one from Group 1 and two from any group**. 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. At least one of these documents must show the applicant's current address. The responsible Club Officers should tick the appropriate boxes on page 3 of this form to indicate what ID has been checked. Please contact Ulster Tennis if any applicant does not have the correct range of identity documents

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 UBTI' 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: _____

ID CHECK BY (NAME OF CLUB CHAIRMAN/RESPONSIBLE OFFICER) please complete sections 11 -

11. PRINT NAME: _____

12. Role in Club: _____ 13. Date ID Check: _____

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

15. Email Address of Club Contact _____

16. Telephone No/Mobile No of Club Contact _____

Confirmation I have seen the original ID documents as indicated on Page 3 of this form.

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

17. Signed: _____ Date: _____

18. Payment Enclosed: Yes No (Volunteers No Charge/Paid Position £33 (Please tick as appropriate))

19. Please forward a copy of all ID provided for completing this form to A McCartan (details on bottom of page 3)

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. However Access NI levy a charge, currently £33 for a person in a paid capacity either staff or coach. Cheques payable to Tennis Ireland re Ulster Branch or bank transfer to Tennis Ireland re Ulster Sort Code 950679 A/C No 10120588 quoting applicant and club name as a reference

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

- | | |
|---|--|
| <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

- | | |
|--|--|
| <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

APPENDIX 7- GDPR - INFORMATION, PIN NOTIFICATION & VALIDATION FORM PRIVACY NOTICE

UPDATED JANUARY 2019

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

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

UBTI 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 UBTI 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 UBTI to complete an Access NI check
 - Three copies of ID from applicant
 - Club Responsible person contact details (email address and telephone number)
- UBTI hold special categories of personal data on the Information, PIN Notification & 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 UBTI.
- 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

- UBTI 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 UBTI Information, PIN Notification & 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.

THIS 4 PAGE FORM WILL BE RETAINED SECURELY BY ULSTER TENNIS PLEASE NOW RETURN THIS 4 PAGE FORM WITH RELEVANT COPY ID SUBMITTED BY THE APPLICANT TOGETHER WITH PAYMENT TO ANNA MCCARTAN, ULSTER TENNIS OFFICE, HOUSE OF SPORT, UPPER MALONE ROAD, BELFAST BT9 5LA MARKED CONFIDENTIAL