

The Irish FA is committed to providing a safe and secure environment for children and young people to participate in affiliated youth football. As part of our safe recruitment process all people (aged 16 and over) who are engaged in regulated activity must complete an Enhanced Disclosure Check through Access NI. Please complete the application in full and submit it to the Irish FA via your club welfare officer. Regulated Activity includes:

- unsupervised coaching of children and young people on a regular basis
- providing first aid on behalf of the club/organisation
- supervising overnight stays/residential trips
- welfare officers

Notes for the club/organisation: Under safeguarding vulnerable groups legislation;

- Any person who is barred from working with children or vulnerable adults will be committing an offence if they work or volunteer or try to work or volunteer with these vulnerable groups.
- Any organisation who knowingly employs a person who is barred from working with children and vulnerable adults will also be breaking the law.
- An organisation who works with vulnerable groups, is legally required to inform the Disclosure and Barring Service if they have dismissed an employee or volunteer because they have harmed a child or vulnerable adult, or you would have done so if they had not left.

Notes for the applicant:

- By submitting this form, you give permission for us to progress with an application that involves a check against the Barred List. It is a criminal offence to apply for an Enhanced Disclosure check if you are on one of the Barred Lists.
- A criminal record will not necessarily prevent an applicant from gaining a position. Where information has been disclosed, applicants are required to disclose, in confidence, the Access NI Disclosure Certificate that they receive to the Irish FA Safeguarding Team as part of the selection process.
- The Irish FA will consider the information contained in the Access NI Disclosure Certificate, assess whether any convictions are relevant to the role, inform you of our decision and return the disclosure certificate and any supporting evidence to you.
- The Irish FA may be required to request third party information and to share information with your club/organisation. This will only be done with your consent.
- We will record the decision and retain this record confidentially.

You may wish to discuss any concerns with the club welfare officer before proceeding with this application.

Data Protection

- All information provided in this form will be transferred to the Irish FA Access NI database for the purposes of recording the decision-making process.
- The Irish FA may retain a record of any information disclosed in any Access NI Disclosure Certificate which is relevant to a Conviction Assessment decision.
- When the Irish FA confirms that an Access NI Disclosure Check has returned no information, the Irish FA will record this and destroy the related application forms in accordance with the Data Protection Act, 1998.
- The Irish FA may retain a record of any communication – telephone, email and face-to-face – which evidences the decision-making process.
- Information relating to your application may be retained for a period up to 125 years.
- Irish FA privacy notice can be found here <https://www.irishfa.com/privacy>.

AccessNI Enhanced Disclosure Application Form

Applicant Name: _____

Address: _____

Telephone Number: _____

E-mail: _____

Club Name: _____ **Role:** _____

Is this a voluntary role? _____

Are you required to work with: 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

Applicants Signature: _____ **Date:** _____

Online Registration - Applicant instructions

Go to www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body

Select the green button to **Apply for an enhanced check through a registered body.**

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].

Once you have successfully logged in, you will be taken to the on-line application.

Enter the PIN number below at **Step 1** of the form completion

9	5	7	0	1	5
---	---	---	---	---	---

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

You must note below the 10-digit AccessNI reference number in the boxes below:

--	--	--	--	--	--	--	--	--	--

Return this form to the person who asked you to complete the AccessNI application.

Identity Check – to be completed by your Chairperson/Club Welfare Officer

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

First Name _____ Middle Name _____ Surname _____

Driving licence number _____ Passport number _____

Date of Birth _____ National Insurance Number _____

Club Chairperson or Welfare Officer - I confirm I have seen the original ID documentation as indicated on the attached sheet and include copies of the ID provided along with this application

Date of ID check _____

Signed _____

Name (Capitals) _____

GROUP 1

- | | |
|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Current passport (any nationality) | <input type="checkbox"/> Original birth certificate (UK, Isle of Man or Channel Islands) issue at time 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 (ROI) |
| <input type="checkbox"/> Current driving licence (UK, ROI, Isle of Man, Channel Islands or any EEA country) | <input type="checkbox"/> Adoption certificate (UK, Isle of Man or Channel Islands) |

GROUP 2a

- | | |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth | <input type="checkbox"/> Electoral ID card (NI only) |
| <input type="checkbox"/> Marriage/Civil Partnership Certificate (UK, ROI, Isle of Man or Channel Islands) | <input type="checkbox"/> Current driving licence photocard (full or provisional) All countries outside the EEA |
| <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, EEA) |
| <input type="checkbox"/> Firearms licence (UK, Channel Islands and Isle of Man) | <input type="checkbox"/> Immigration document, visa or work permit (issued by a country outside the EEA – valid only if the applicant is working in the country that issued the document) |

GROUP 2b

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

Above documents must be issued within the last 12 months

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

Above documents must be issued within the last 3 months

- | | |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> EU National ID card | <input type="checkbox"/> Cards carrying the PASS accreditation logo (UK, Isle of Man, 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"/> Letter of sponsorship from future employment provider or voluntary organization (Non UK or non-EEA only for applicants residing outside UK at time of application) |

Above documents must be valid at the time of checking. Copies of ID should be forwarded to the Irish FA along with this application.

Irish FA Self-Disclosure Form – This form should be submitted to: Irish FA Safeguarding Team, NFS Windsor Park, Donegall Avenue, Belfast, BT12 6LU marked confidential.

The self-disclosure form is part of the Irish FA safe recruitment process to make sure that people are not appointed who might be a risk to children or vulnerable adults.

The form is in addition to the AccessNI check and is to give you the opportunity to advise us of any relevant information such as if you have a criminal record, caution, or whether any other information about you held on barred lists may have a bearing on your suitability. Any information which we receive will be treated confidentially and will be discussed with you before we make a final decision. After that decision is made the information returned from AccessNI will be destroyed.

Part A Title:

Title:	First Name:
Surname:	Middle Name (s):
Any previous name:	D.O.B
Address & Postcode:	Contact number:
	E-mail:

Advice to Applicants

You have applied for a role which falls within the definition of an “excepted” position as provided by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979: therefore, **ALL** convictions including **SPENT** convictions that are not protected by the 2014 amendments **MUST** be disclosed. The disclosure of a criminal history information will not debar you from participating in football unless the Irish FA case management group considers that the information renders you unsuitable for the role applied for. In making this decision the Irish FA case management group will consider the nature of the offence/caution, how long ago it was committed and what age you were at the time and other factors which may be relevant. This information will be verified through an appropriate Access NI Enhanced Disclosure check. If you are currently facing prosecution for a criminal offence you should also bring this to our attention given the “excepted” nature of the role.

Thank you for your co-operation.

Part B

Do you have any convictions/cautions that are not "protected" as defined by the Rehabilitation of Offenders (Exceptions) (Amendment) Order (Northern Ireland) Order 2014. Been barred by the Disclosure and Barring Service (formally the Independent Safeguarding Authority) which would prevent you from working with children and/or vulnerable adults or the subject of an investigation alleging that you were the perpetrator of adult or child abuse?	
Yes:	No:
If 'yes' please state the nature and date(s) of the offence(s):	

--

Have you ever been known to any Social Services department as being a risk or potential risk to children or vulnerable adults?

Yes:	No:
-------------	------------

If 'yes' please give details:

As part of the assessment process, the Irish FA may request additional information (i.e. PSNI (or other relevant Police Force), Social Services, PBNI) to verify the information that has been provided. Failure to engage meaningfully in this assessment or provide accurate information may result in the application being deemed unsuitable.

It is your duty to report any previous or future charge or conviction involving children, violent or sexual offences and the supply of drugs.

I consent to a criminal records check being made, confirm that the information provided on this form is correct, and accept that failure to disclose information or subsequent failure to conform to Irish FA Policy and Procedures and codes of conduct may result in the application being deemed unsuitable or terminated at a later date.

The Irish FA may retain a record of any communication – telephone, email and face-to-face – which evidences the decision to accept an applicant to participate in Irish FA games programmes. On completion of the assessment all supporting information will be returned to the applicant and the Irish FA will record the decision. We may be required to share information with your football club or another sporting organisation if deemed necessary. This will be done with the consent of the applicant. All information will be held in accordance with GDPR 2018.

Irish FA privacy notice can be found here <https://www.irishfa.com/privacy>.

Print Name.....

Signature.....

Date.....
