



IFA Access NI Procedure

Coach must input:

- All names, including middle names
- 2 forms of ID - one of which **MUST** show current address

*whole ID must be shown
*ID image cannot be blurry

COACH APPLIES FOR ACCESS NI CHECK

- 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
- Create a user ID and password then input the IFA PIN - 957015
- Complete the form, upload your ID and click **'confirm and process'**
- Take note of your 10 digit Access NI number
- **Ensure to record name of club under 'organisation reference' field before completing**

COACH LIASES WITH CLUB WELFARE OFFICER

- Inform welfare officer that online application has been completed
- Share 10 digit Access NI number
- Email completed IFA self-declaration to welfare officer ***compulsory submission or applications cannot be processed***

WELFARE OFFICER SHARES COACH SELF-DECLARATION WITH IFA SAFEGUARDING TEAM

COACH IS ISSUED WITH DIGITAL ACCESS NI CERTIFICATE BY ACCESS NI

A

CERTIFICATE ISSUED WITHOUT TRACE

B

CERTIFICATE ISSUED WITH TRACE - SEE PAGE 2

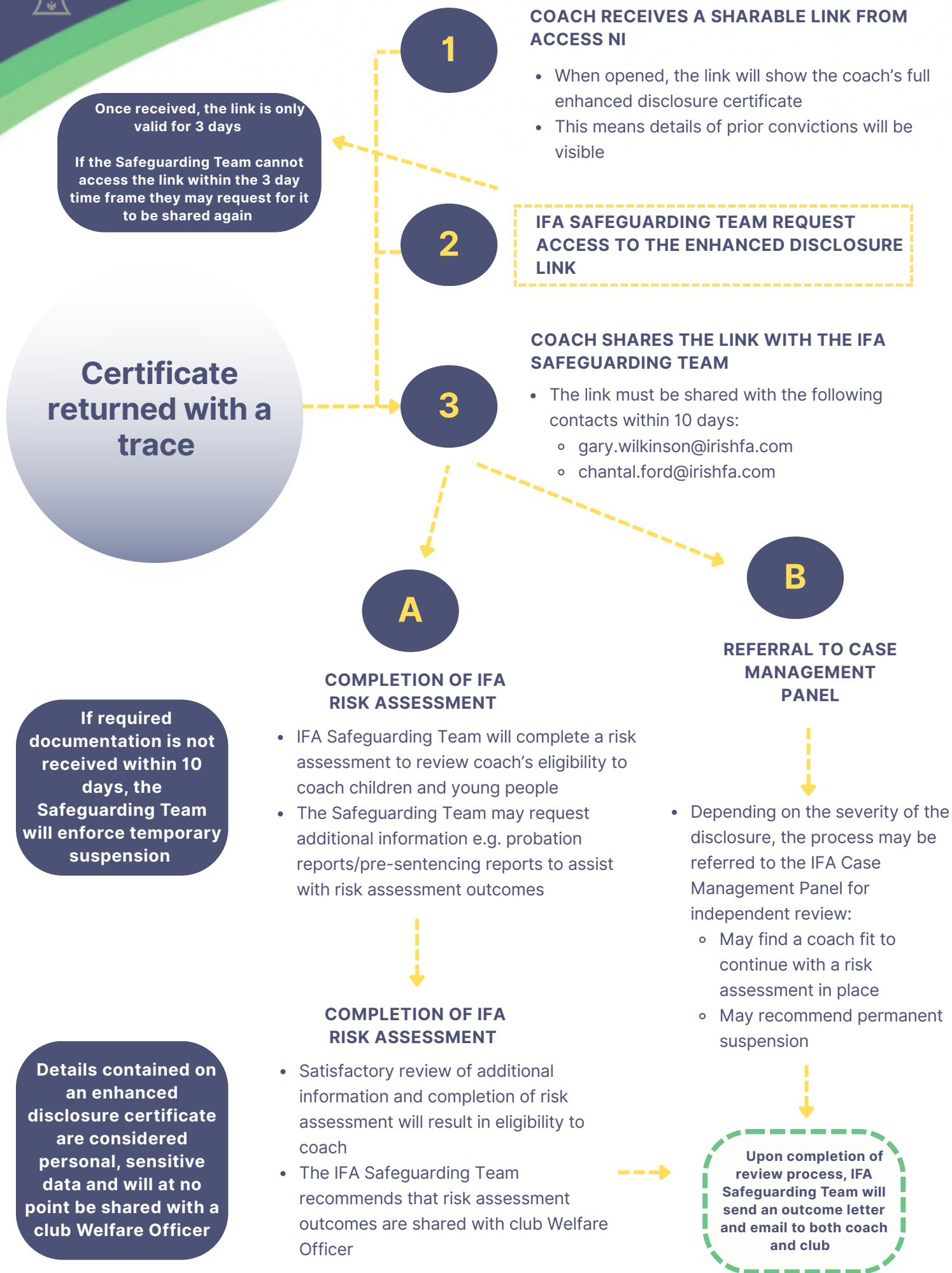
WELFARE OFFICERS ENCOURAGED TO ASK FOR DATE OF ISSUE AND 10 DIGIT CERTIFICATE NUMBER AS PROOF OF COMPLETION WITHOUT TRACE

COACH IS ELIGIBLE TO COMMENCE COACHING ROLE

COACH MUST COMPLETE IFA SAFEGUARDING TRAINING WITHIN 3-6 MONTHS OF OBTAINING ACCESS NI CERTIFICATE

Access NI certificates are not transferable - you must seek a new certificate for each club you join

You must apply for a new certificate every 3 years





IFA Access NI Self Declaration

This form must be submitted to gary.wilkinson@irishfa.com by the club welfare officer or applications cannot be processed

The self-declaration 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.

PART A

Title:	First Name:
Surname:	Middle Name (s):
Any previous name:	D.O.B:
Address & Postcode:	Contact number:
E-mail:	10 digit Access NI number:

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 criminal history information will not debar you from participating in football unless the Irish FA case management panel considers that the information renders you unsuitable for the role applied for. In making this decision the Irish FA case management panel 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.

The Irish FA Foundation adheres to the Access NI Code of Practice, which is available on request. Irish FA Foundation policies on the Recruitment of Ex-Offenders and the Handling, Storage and Disposal of Disclosure Information are also available on request.

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? Have you 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):	



IFA Access NI Self Declaration

PART B CONTINUED

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.

By signing below you are confirming that you 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.

Print name	
Signature	
Date	



IFA Access NI Self Declaration

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 Designated Children's Safeguarding Officer (DCSO).

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
- DCSO

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 Enhanced 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 your DCSO 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.
- 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 of up to 50 years.
- The Irish FA privacy notice can be found here <https://www.irishfa.com/privacy>.