

## HORSE SPORT IRELAND ACCESSNI VETTING POLICY & PROCESS

The following document sets out HSI policy and process to ensure effective vetting process with AccessNI.

### **Why undertake vetting?**

The vetting process is one component part of normal recruitment and selection procedure for individuals with access to children or vulnerable persons. Vetting is used in conjunction with the other recruitment & selection components (i.e. interview, membership forms, references, vetting, training etc).

Horse Sport Ireland (HSI) has signed up to a Service Level Agreement with the Northern Ireland Sports Forum (NISF) (the NISF is an approved Umbrella Body by AccessNI and can submit AccessNI Disclosure Certificate Applications for criminal history checks to AccessNI on behalf of other non-registered organisations).

Information from AccessNI will be returned to HSI Designated Safeguarding Children's Officer via NISF as the Umbrella Body. The individual applicant will also receive a copy of the Disclosure Certificate directly from ANI. Within 90 days of the recruitment decision, the Disclosure certificate held by HSI will be either returned to the NISF for disposal or ensure safe and verifiable disposal by HSI. This is part of the formal agreement between HSI and the NISF but the individual is advised to retain their copy.

The HSI membership application form will be used to compliment the AccessNI Disclosure Certificate Application Form with HSI being involved in the recruitment decision-making process. (Refer to Document 7 – HIS Adult Information Form – located in the AccessNI section of the HSI website).

### **Step 1:**

HSI Designated Safeguarding Children's Officer identifies certain positions within the definition of Regulated Activity in the organisation either paid or voluntary which they believe meet the criteria for an individual to undergo an "Enhanced" level and barred list check.

(**Regulated Activity** is an activity that is considered to be unsupervised – in terms of the legislation the term “supervision” refers to the formal supervision by a person in a position of authority who has responsibility for that individual and they are themselves checked against the Barred List).

**Step 2: Online Application**

**From 1 April 2015 all Access NI Applications will be processed online.**

The HSI Designated Safeguarding Children’s Officer will refer to the following documents (located in the AccessNI section of our website);

**Document 1** Changes to Disclosure Barring Sept 2012 – What you need to know. Issued by Northern Ireland Executive

**Document 3** Examples of the terms supervised and unsupervised issued by the Secretary of State

**Document 6** HSI ID & Role Validation Form 2015

**Document 7** Adult Information Form

**Document 8** Confidential Reference Form

**Step 3:**

The HSI Designated Safeguarding Children’s Officer distributes the following forms including an envelope marked confidential to an applicant:

- **Document 6 – HSI ID & Role Validation Form 2015**
- **Document 7 - Original Horse Sport Ireland Adult Information Form**

**Applicants should follow the directions for the on-line process listed below:**

1. Go to [www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body](http://www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body) (only live from 1st April 2015)
2. Select the **green button** to Apply for an enhanced check through a registered body (NISF).
3. Register your account (Email address required) 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 online of the form completion. **This is the NISF’s PIN number** and will ensure that your application is automatically forwarded to NISF for processing **on behalf of Horse Sport Ireland**. Please enter it carefully.

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

**Applicants should then complete the front page of the HSI ID and Role Validation Form 2015.**

**NB:** Insert your 10 Digit Reference number from your online application process to the space provided on the front page of the ID and Role Validation Form

7. You **must insert below the 10 digit AccessNI reference number** you are provided with once you have submitted the application on-line:-



Application Reference

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**N.B.** The HSI Designated Safeguarding Children’s Officer will complete the remaining sections of the HSI ID & Role Validation Form stating what forms of identification they have seen in relation to the applicant.

Applicants should ensure to return forms of identification along with the completed **HSI ID & Role Validation Form 2015.**

**Three documents should be produced in the name of the applicant; one from Group 1 and two from Group 2. If this is not possible, then four documents from Group 2 should be produced, one of which being a birth certificate issued after the time of birth. At least one of these documents should be photographic identification**

HSI Designated Safeguarding Children’s Officer should outline the procedure regarding accuracy and confidentiality to an individual who comes within the definition of regulated activity.

Also explain to the individual that information will be returned to HSI from AccessNI via the umbrella body NISF

**Step 4:**

The **following documents** are placed in the confidential envelope and returned to HSI Designated Safeguarding Children’s Officer:

- Document 6 – HSI ID & Role Validation Form 2015
- Document 7 – Adult Information Form
- £10 administration Fee (and if applicable the additional £43 fee charged by AccessNI – cheques payable to Northern Ireland Sports Forum).

The £10 administration fee to AccessNI **must always be paid** but AccessNI will provide free disclosure services to volunteers who meet the AccessNI definition. Further details can be found on <http://www.dojni.gov.uk/index/accessni/whouses-ani/volunteers.htm>

General definition is anyone who gives their time in a position in a non-profit organisation, free of charge, doing something for the good of the community or a voluntary group (for which they may get travelling and other out-of-pocket expenses) and which is not for their own benefit or for the benefit of a close relative.

The HSI Adult Information Form is retained in a secure place by HSI (references supplied should follow up on).

### **Step 5:**

At HSI, **only the HSI Designated Safeguarding Children's Officer** will confidentially view and check each individual form to ensure that it is completed properly, before forwarding it to NISF. (NOTE any form that is incomplete will be returned directly to the individual applicant for correction and re-submission).

### **Step 6:**

When AccessNI receive a request for an Enhanced level check/Barred List, AccessNI will check each individual's details and this will provide Northern Ireland and Great Britain criminal record information held on an individual, including spent and unspent convictions, cautions and any other material, sometimes known as soft intelligence. (Information held by the police that does not relate specifically to a conviction but which may be considered to be relevant to the position applied for).

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 Certificate is issued to NISF and a copy of the Certificate forwarded directly to the individual.

### **Step 7:**

The NISF will pass the Certificate to HSI Designated Safeguarding Children's Officer.

### **Step 8:**

The HSI Designated Safeguarding Children's Officer will review every certificate from AccessNI ensuring that the information contained is correct for the specific named individual by contacting them.

Where the certificate contains a disclosure, the individual may be asked for a written summary about the information returned and advised of the process following receipt by HSI of a Disclosure considered relevant to the safeguarding of young people.

Any individual AccessNI Disclosure considered relevant to the safeguarding of children or vulnerable adults will be anonymised and reported to the HSI Referrals Committee. The Committee will consider a Disclosure and issue a decision as to whether or not a Disclosure is relevant or contrary to HSI safeguarding standards and possibly prohibit particular individuals from involvement in HIS activities.

The individual will be informed of the outcome and of the optional appeals 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 will be held on file by HSI and within 90 days of the recruitment decision, the Disclosure certificate held by HSI will be either returned to the NISF for disposal or ensure safe and verifiable disposal by HIS.

**PAPER APPLICATIONS:**

Paper applications may be submitted after the online system comes on stream only on the new form – the new paper application form can only be processed by ANI after 1 April 2015.

However to keep administration costs to a minimum we are encouraging everyone to use the online application process as outlined above.

Not only will this be quicker but it will also streamline the process in the office. Paper applications will not be processed as quickly as the online applications – and this may hold up your ability to take up your position.

**Step 2: Paper Applications**

**From 1 April 2015 all Access NI Applications will be processed online.**

The HSI Designated Safeguarding Children’s Officer will refer to the following documents (located in the AccessNI section of our website);

- |                   |   |
|-------------------|---|
| <b>Document 1</b> | Changes to Disclosure Barring Sept 2012 – What you need to know. Issued by Northern Ireland Executive |
| <b>Document 3</b> | Examples of the terms supervised and unsupervised issued by the Secretary of State                    |
| <b>Document 4</b> | AccessNI Disclosure Certificate Application Form  |
| <b>Document 5</b> | AccessNI Form Completion Guidance Notes -   |
| <b>Document 6</b> | AccessNI ID Validation Form   |

**Document 7**                      Adult Information Form

**Document 8**                      Confidential Reference Form

**Step 3:**

The HSI Designated Safeguarding Children’s Officer distributes the following forms including an envelope marked confidential

- **Document 4 - AccessNI Disclosure Certificate Application Form**
- **Document 6 - ID Validation Form**
- **Document 7 - Original Horse Sport Ireland Adult Information Form**

HSI Designated Safeguarding Children’s Officer should outline the procedure regarding accuracy and confidentiality to an individual who comes within the definition of regulated activity.

Applicants can complete all relevant sections of the form before printing off and sign form following printing or complete in CAPITALS using black ink. All pages even if blank MUST be returned.

Also explain to the individual that information will be returned to HSI from AccessNI via the umbrella body NISF

**N.B.** The HSI Designated Safeguarding Children’s Officer will complete the ID Validation Form stating what forms of identification they have seen in relation to the applicant.

(Those who were working within the previous definitions of Regulated or Controlled Activity are still eligible for an Enhanced Disclosure but unable to check whether the applicant is on either the Children’s or Adults’ Barred List).

**Step 4:**

The HSI Adult Information Form is retained in a secure place by HSI (references supplied should follow up on).

The **following documents** are placed in the confidential envelope and returned to HSI Designated Safeguarding Children’s Officer:

- **Document 4 - AccessNI Disclosure Certificate Application Form**
- **Document 6 - Document D: ID Validation Form**
- **Document 7 – Adult Information Form**
- **£10 administration Fee (and if applicable the additional £43 fee charged by AccessNI – cheques payable to Northern Ireland Sports Forum).**

The £10 administration fee to AccessNI **must always be paid** but AccessNI will provide free disclosure services to volunteers who meet the AccessNI definition. Further details can be found on <http://www.dojni.gov.uk/index/accessni/whouses-ani/volunteers.htm>

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The individual will be informed of the outcome and of the optional appeals 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 will be held on file by HSI and within 90 days of the recruitment decision, the Disclosure certificate held by HSI will be either returned to the NISF for disposal or ensure safe and verifiable disposal by HSI

### ***Re-vetting***

All individuals will undergo re-vetting after a five year period (or as determined by HSI as may be required by future circumstances) from the date of the previous vet. Otherwise HSI retain the right to request an individual to complete an AccessNI Disclosure Certificate Application form at any stage.

### ***Residency Abroad***

Individuals who carry out certain roles and who have been resident in NI for less than one year may be asked to undergo a recheck after 12 months. If an original police check has been sighted from the individual's original country by the HSI Equestrian Sport Co-Ordinator, this may be taken into consideration.

Further information is available at:

Access NI  
PO Box 1085



Belfast BT5 9BD

Email - [accessni@ani.x.gsi.gov.uk](mailto:accessni@ani.x.gsi.gov.uk)

Tel: 028 90259100

[www.accessni.gov.uk](http://www.accessni.gov.uk)

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