



Recruitment/Vetting Process for Clubs

Guidance from AccessNI is that Umbrella organisations and registered bodies should not make recruitment decisions for the clubs they assist with Disclosures this does not mean that they can not be involved in these recruitment decisions, either by;

- Supporting the club in making decisions by advising them on how to assess any potential risks arising from information returned directly to the club via the ULSTER HOCKEY UNION, or
- Insisting that all those involved in the hockey even at club level are appointed via safe recruitment procedures that are managed by the UHU. The decision about who to recruit can remain with the club but the UHU would have the final say over who should not represent hockey and would be able to insist that a particular person does not volunteer in the sport. This would also mean that the UHU may decide that an individual can volunteer in the sport but when the club receives the information they may set a higher threshold and not recruit them.

Step 1

A club identifies regulated positions within their club either paid or voluntary which meet the criteria for an individual to undergo an enhanced level check. Examples of this could be;

- a coach who works with young people or vulnerable adults,
- a driver who regularly transports young people or vulnerable adults,
- a volunteer who, though not a coach, takes responsibility for the safety of young people or vulnerable adults during training events or tournaments

This list is only an example and is not exhaustive.

NB All UHU AccessNI Disclosure Certificate Application Forms must undergo an **ENHANCED level check**

Step 2

A club lead officer for AccessNI (this should be the club designated person/children's officer, chairperson or president) requests the applicant to complete an online AccessNI Enhanced Check and their own club specific recruitment form (sample in Appendix 1, section 1), which must include a self declaration section (Appendix 1 section 2) and section for obtaining references (sample in Appendix 2). These can be obtained from the UHU administrator/Lead Officer/Counter signatory or downloaded from the UHU website (www.ulsterhockey.com). These forms can be photocopied.

Step 3

Club lead officer distributes both forms and an envelope marked **confidential** to the individual coaches/ officers/ officials/ volunteers/ staff who will work with or manage those who work with children or vulnerable adults. The lead officer should outline the procedure regarding accuracy and confidentiality to the individual.

Step 4

The club lead officer signs an identity validation form stating what forms of identification they have seen in relation to the applicant. The club application form is copied and a copy retained by the club. The letter stating confirmation of sight of correct identification plus applicable fee is returned to UHU for the attention of the Lead Signatory or Counter signatory.

Step 5

Only the UHU Lead Signatory or Counter signatory will open the envelope and check each individual ID form to ensure that it is completed properly, before confirming to AccessNI.

Step 6

The club lead officer will retain the club application form in a secure place and follow up on the references given. A sample of a reference application is attached – Appendix 2.

Step 7

When AccessNI receive a request for an Enhanced level check AccessNI 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.
- Disqualification from Working with Children (DWC (NI) List)***
- Disqualification from Working with Vulnerable Adults (DWVA (NI))***
- List 99 held by DCSF
- DoH PoCA and PoVA lists
- Unsuitable Persons List held by DE
- Relevant Scottish 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.

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.

It is a criminal offence to apply for an enhanced disclosure check if you are on one of the barred lists.

Step 8

The Lead /Counter signatory reviews every record where there has been a Disclosure from AccessNI. Any individual Disclosure deemed relevant to the Safeguarding of children or vulnerable adults will be anonymised and reported to the UHU Case Management Group. The Case Management Review Group makes the final determination whether or not a disclosure is relevant or contrary to the UHU safeguarding standards. In instances where the Case Management Review Group is concerned about the suitability of an individual in their current role within a club based on an AccessNI Disclosure or wishes to seek clarification, the individual in question will be contacted directly and invited to a confidential meeting to assist in the decision making process.

Appendix 1

Section 1

VOLUNTEER/STAFF RECRUITMENT/APPLICATION FORM FOR THOSE IN REGULATED POSITIONS

All information received in this form will be treated confidentially

Name:			
Address			
Date of Birth		National Insurance No	
Telephone No.		Mobile No	
Previous work experience & relevant qualifications			
Have you previously been involved in voluntary work? If yes, please give details:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have any spare time hobbies, interests or specific skills that may be useful to the activities?			
Do you agree to abide by UHU Code of Conduct? (copy included with this form)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you completed Child Protection Awareness Training?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, who was it organised by and when approximately			

Do you agree to undergo specific training on the role of the (<i>position being appointed</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been asked to leave a sporting organisation in the past? <small>(if you have answered yes we will contact you in confidence)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any other relevant information?	
Please supply the names of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in a sports club one of these names should be that of an administrator / leader in your last club / place of involvement.	
Name: Address: Telephone: Designation:	Name: Address: Telephone: Designation:

Appendix 1

Section 2

DISCLOSURE OF CRIMINAL CONVICTIONS FOR THOSE WORKING IN NORTHERN IRELAND

Please read this information carefully.

Statement of non-discrimination

Ulster Hockey Union is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing members, volunteers and employees.

For the purposes of your application for the post of:

it is our policy to ask for an Enhanced check to be carried out by AccessNI. The purpose of the check is to make sure that people are not appointed who might be a risk to children or vulnerable adults.

The check will tell us whether you have a criminal record, 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.

Advice to Applicants

Please complete this form as accurately as possible and return it to the person responsible in your club. An arrangement will be made with you to discuss any clarification if required.

Thank you for your co-operation.

You **must** tell us now if you have a case pending or if you have ever been convicted of a criminal offence, or cautioned by the police, or bound over. You **must** include all offences, even minor matters such as motoring offences, and 'spent' convictions, that is, things which happened a long time ago. If you leave anything out it may affect your application. The disclosure of a criminal record or other information will not debar you from registration / appointment unless UHU considers that the conviction renders you unsuitable. In making this decision the UHU will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant.

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or the subject of an investigation alleging that you were the perpetrator of adult or child abuse?

Yes No

If so, please state below the nature, date(s) and sentence of the offence(s)

Please provide any other information you feel may be of relevance such as:

- the circumstances of the offence
- a comment on the sentence received
- any relevant developments in your situation since then
- whether or not you feel the conviction has relevance to this post.

Please continue on a separate page if necessary.

Please note you are advised that under the provisions of the Rehabilitation of Offenders (Exceptions) Order (N.I.) 1979 as amended by the Rehabilitation of Offenders (Exceptions) (Amendment) Order (NI) 1987 you should declare all convictions including 'spent' convictions.

Declaration

I understand that I must also complete an AccessNI Disclosure Certificate Application Form and that this check must be carried out before my application for registration/appointment can be confirmed. This has been explained to me and I am aware that spent convictions may be disclosed. I declare that the information I have given is accurate and I am also aware that UHU as the registered/umbrella organisation carrying out the check may, share the information returned with the designated signatory in my club.

I declare that any answers are complete and correct to the best of my knowledge and I will inform the UHU Designated Person/ Children's Officer of any future convictions or charges.

Signature

Print Name

Date

FOR OFFICIAL USE ONLY:	
Applicant Name:	
Date application received:	
Date of interview:	
Interviewed by:	1. 2.
References received and are satisfactory:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Access NI check completed & returned (if appropriate):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:	
Proof of applicants identification received:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Identification type:	Group 1 _____ Group 2 _____ _____
Recommendation (with reasons)	Approve <input type="checkbox"/> Not approved <input type="checkbox"/>

Signature

Print Name

Position in Organisation

Date

Appendix 2

SAMPLE LETTER FOR CLUBS TO USE

CONFIDENTIAL REFERENCE FORM

The following person:

has expressed an interest in working for ***NAME OF CLUB***.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

1. How long have you know this person?

2. In what capacity?

3. What attributes does this person have that would make them suited to this work?

4. Please rate this person on the following – please tick one box for each statement:

	Poor	Average	Good	V Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people. If you have answered **YES** we will contact you in confidence.

YES

NO

Please Sign and Print name below.

Signed: _____ Date: _____

Print Name _____ Position: _____ (if applicable)