

## Access NI – notes for completing Disclosure Application Form

Vetting checks should only be used as part of an overall safe recruitment and child protection policy, such as signed Codes of Conduct and appropriate training and supervision. It is not a stand-alone procedure.

It is essential for those in an unsupervised 'regulated activity' to complete a vetting check. 'Regulated Activity' is teaching, training, caring for and supervision of children that happens 'frequently' (once a week or more) or 'intensively' (4 or more days in a 30-day period or overnight) **AND** is unsupervised, (updated definition of 'regulated activity', September 2012).

As a club cannot guarantee that all those on the junior committee or assisting with junior activities will be supervised it is recommended that volunteers be vetted; with the exception of those who help infrequently, such as those who are drafted in to give lifts to matches, help out at tournaments, etc.

As most golf teaching / coaching takes place unsupervised it is recommended that you continue to vet all those involved in teaching / coaching golf.

If the club manager / junior convenor take a lead role and can ensure that adults are supervised it is only these people that need to be vetted. Vetting checks should be carried out every 3-years, while Codes of Conduct should be signed every year by all those working regularly with young people. Confederation of Golf in Ireland is the umbrella body for golf in Ireland and those working with children can complete the Access NI check through CGI.

Forms can be downloaded from the CGI website,  
<http://www.cgigolf.org/safeguarding/> (NI Vetting Enhanced Form).

**Forms** should be sent to **Vetting Department, Confederation of Golf in Ireland** at Carton Demesne, Maynooth, Co. Kildare, with appropriate fee where necessary. Send all pages of the form, (even if blank) and enclose payment, for those working in paid positions, cheques made payable to Confederation of Golf in Ireland, (who pay Access NI on account each month).

Forms should be accompanied by an ID check, carried out by Secretary/ Manager or Hon. Secretary of the club, using notes and sample letter at end of this document. This should include verifying the role that the person is holding, for example, unsupervised coach or junior leader. Confirm ID check in **Section H, Question H9 and H10**

Step-by-step for applicants for each section of the form is given overleaf, followed by ID check.

When you are no longer working with young people in golf please inform us and we will delete the relevant information from the vetting database.

**Applicants should:**

- Download the application form from <http://www.cgigolf.org/safeguarding/>
- Complete the form in CAPITAL letters using black ink
- Have 'identity' proven by the club, see notes and form overleaf
- Section A - Tick for **enhanced with barred list** check, Part A, Question A1
- Questions A2, A3, A4 will be completed by CGI
- Section B - Complete Part B, Questions 1 – 16 & 21, (leave 17-20 blank)
- Section D – Complete Questions 1 – 11
- Complete Section E, only if applicable
- Complete Section F, only if applicable
- Section G – must be completed - all sharing of information will be done in accordance with Data Protection across golfing bodies and relevant organisations
- Section H - Question H1 – answer 'Yes', Question H2 - ensure the word '**unsupervised**' is used to get an enhanced check and H3 – put name of club/organisation. Confederation of Golf in Ireland will complete H4-H8. Leave H11 blank.
- Return the form to the person who asked you to complete it. **The Club (Secretary Manager / Hon Secretary) will complete H9 & H10**, once you've shown them appropriate documentation to prove your identity.
- Section I - tick 'on account' – Vetting is free for volunteers but all those working in a paid capacity should enclose the appropriate fee, £30, cheques made payable to **Confederation of Golf in Ireland**, who pay Access NI on account each month
- Do not complete Section J – this will be done by CGI

The form will be signed by the registered body (CGI, acting as an umbrella body) and sent off to Access NI with payment (£30). Access NI will carry out an Enhanced Check and issue a 'Disclosure Certificate' to both the registered body (CGI) and the applicant. CGI will inform the club and/or any necessary organisations within golf of the information received on receipt of the certificate from Access NI. They will advise if further action is necessary. CGI or related organisation will also contact the applicant as appropriate.

If the applicant believes the information disclosed about them is inaccurate they should contact the registered body to raise the matter with Access NI. Overleaf is the form to be used by the **club** verifying the identity and role of the applicant. The Secretary/Manager or Hon. Secretary should complete this. Please return to CGI and keep a copy for club records.

**NOTE: HAVE YOU?**

- (a) Enclosed all pages of the Access NI Disclosure Application Form**
- (b) Attached a completed identity page – (do not enclose original identification documents)**
- (c) Enclosed cheque made payable to Confederation of Golf in Ireland where applicable.**

## ACCESS NI – IDENTITY CHECK

The Secretary Manager/General Manager **OR** Hon. Secretary of your club/organisation is the designated person authorised to check the applicant’s identity.

**Three** documents must be produced; one from Group 1 and two from Group 2, see lists overleaf. Please detail below valid documents that are being used to verify the applicant’s identify. It is preferred that at least 1 of these documents includes photographic identification.

Name of Individual being checked .....

GROUP 1 (i) .....

GROUP 2 (ii) .....

(iii) .....

### Hon. Secretary OR Secretary Manager DECLARATION

I have checked the identity of the individual in the attached application form against the documents listed above and confirm that this is the person who is applying for a disclosure certificate. I have informed the applicant that this information will be passed to the Confederation of Golf in Ireland and they have agreed to share their personal information with CGI and appropriate, relevant golf organisations.

Name.....

Role (circle as appropriate) Secretary/General Manager / Hon. Secretary

Name of Club/Organisation .....

Signed..... Date.....

### **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. Paid positions are £30, cheques should be made **payable to Confederation of Golf in Ireland**.

***Please return this declaration form and cheque*** (where applicable) with the disclosure application form to: Vetting Department, Confederation of Golf in Ireland, Carton Demesne, Maynooth, Co. Kildare



## Proving identity

You will be asked to produce several documents to prove your identity. Please use the documents below to assist your Secretary Manager / Hon Sec. to verify your identification. Three documents must be produced, **one from group 1 and two from Group 2**. If this is not possible **four documents from Group 2** must be produced. It is preferred that at least one of these includes photographic identification. This ID validation form will be made available to Access NI on request.

### Group 1

- Current Passport (any Nationality)
- Biometric Residence Permit (UK)
- Current Driving Licence (UK, ROI, Isle of Man, Channel Islands or any EU country)
- Original Birth Certificate (UK, Isle of Man or Channels) issue at time of birth
- Original Long Form Irish Birth Certificate – issued at time of registration of birth
- Adoption Certificate (UK, Isle of Man or Channel Islands)

### Group 2

- Birth Certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth
- Marriage/Civil Partnership Certificate (UK, Isle of Man or Channel Islands)
- HM Forces ID Card (UK)
- National Insurance Card or notification letter with NI number (UK)
- Firearms Licence (UK and Channel Islands)
- Bank / Building Society Account Confirmation Letter
- Electoral ID Card (NI only)
- EU National ID Card
- Cards carrying the PASS Accreditation logo (UK and Channel Islands)
- Senior SmartPass (Translink) (NI only)
- Current UK Driving Licence (old paper version)
- Examination certificates (16-18 year olds only)
- Bank/Building Society Statement (UK or EEA)\*
- Credit Card Statement (UK or EEA)\*
- Utility Bill (UK or ROI)\* – not mobile phone
- Benefit Statement (UK)\*
- Addressed payslip\*
- Mortgage Statement (UK or EEA)\*\*
- Financial statement (UK)\*\*
- P45/60 Statement (UK and Channel Island)\*\*
- Land & Property Services Agency rates demand (NI only)\*\*
- Work Permit/Visa (UK) (UK Residence Permit)\*\*
- Letter from a Head Teacher or Further Education College Principal (16-18 year olds in full time education – only to be used when other documentation routes are exhausted)\*\*

\*documentation must be less than 3 months old

\*\* documentation must be issued within the last 12 months