

SAFE RECRUITMENT AND ACCESS NI

Volunteers are the lifeblood of athletics and their dedication and commitment is what drives our sport forward and delivers success. However, every club has a duty of care to its members which extends to ensuring that anyone recruited to undertake regulated work is a suitable person for the role.

To maximise your club's volunteer potential, this resource helps you to recruit, reward and recognise the dedication and achievements of your volunteers. It is vital that your club plans for its volunteers and that everyone in the club is ready to welcome them. This will help to make sure that both the volunteer and the club get the best possible experience from the involvement of volunteers.

The checklist below gives essential steps to make sure the club meets its duty.

CHECKLIST FOR APPOINTMENT	
ESSENTIAL	DESIRABLE
Role fully explained. Include a clear statement of the requirement for PVG membership for positions of regulated work. For guidance on what positions are defined as regulated work see https://athleticsni.org/Welfare/AccessNI .	Advertisement with a statement that Enhanced Access NI is required for positions of regulated work. Written job description provided.
Informal interview & evidence of qualifications	Interview & evidence of qualifications
2 X verbal references (1 involving work with children)	2 X Written references (1 involving work with children)
Enhanced Access NI application submitted	
Access NI Disclosure received by Club Child Wellbeing and Protection Officer	Access NI Disclosure received by Club Child Wellbeing and Protection Officer
Sign up to code of conduct & Fair Processing Notice	Induction and trial period completed
Supervision and monitoring of performance	Performance review and on-going suitability

Access NI Explained:

When you apply for certain jobs or some voluntary positions, you may be asked for an AccessNI check. Standard and enhanced checks must be applied for through your registered body.

Enhanced check through a registered body

An enhanced check discloses an individual's full criminal record, giving:

- Spent and unspent convictions
- Relevant cautions, informed warnings and other non-court disposals from the Police National Computer
- Information held by the Disclosure and Barring Service
- Information held by the police that is relevant to the role applied for

Enhanced checks are normally needed where the applicant will work or volunteer in a role providing services to, or having close and regular supervision of children or vulnerable adults.

All athletics staff and volunteers, including coaches and officials, must have an Access NI disclosure done every three years in order to keep their license.

Where can I get help with Access NI?

Contact the welfare team at Athletics NI who will advise on Access NI matters you may have.

In addition, <https://athleticsni.org/Welfare/AccessNI>

Who needs to submit and Access NI?

A role that needs the post holder to be vetted is known as 'regulated work' and it is defined in law. You must make sure that people who are doing 'regulated work' at your club have not been barred from doing this type of work with children. This is done using the Enhanced Access NI application.

Only people who do regulated work can be asked to submit an Access NI.

What is regulated work?

Contact the welfare team at Athletics NI for guidance on whether a specific position at the club is 'regulated work'. See also: Access NI's regulated work assessment tool at <https://www.health-ni.gov.uk/publications/regulated-activity-relation-children>

The questions below give a general guide only – please access the above links for full information

1. Is it work?

It has to be either paid or unpaid work- not simply an arrangement between friends/family.

2. Who are they working with?

It has to be with children under the age of 18 years.

3. What do they do?

The work has to include:

- caring for children
- teaching, instructing, training or supervising children
- being in sole charge of children
- having unsupervised access to children
- being a host parent
- directly managing or supervising someone doing regulated work with children

4. Is it their normal duties?

It has to be part of normal duties i.e. the activity is reasonably anticipated and could appear in the job description.

5. Are there any exceptions?

There are some exceptions, such as where the presence of children in the activity is 'incidental' (e.g. the activity is for adults, and is advertised as an adult club/activity, but has some U18s attending).

What does the Access NI do?

When someone applies for an Enhanced Disclosure, Access NI carry out a criminal record check to confirm that they are not on the list of people who have been barred from this type of work. It provides the club with information to inform a decision on their suitability for the post.

All individuals in regulated activity are subject to ongoing monitoring by Access NI.

Overseas Applicants

Applicants from overseas being appointed to regulated work with children are required to submit an Access NI application.

Applicants from overseas must prove their 'right to work' in the UK. You can then request a police check from the relevant country. For more information on how to go about this see the Centre for the Protection of National Infrastructure (www.cpni.gov.uk) and search for 'overseas criminal record checks'.

You may also request references from either:

- the sport governing body in the country where they previously worked/volunteered
- the international federation of the sport

Consideration for Children's List or Barred Individuals

If Access NI informs the club that an individual is barred, that member of the sports volunteers/staff must be removed from regulated work with children immediately.

If Access NI informs the club that a member is considered for listing, that person should be suspended from their role working with children as a precaution until the outcome of the case is determined. Suspension is not a form of disciplinary action and does not involve pre-judgment.

References

Always try to request and check 2 references. At least one reference should be from a role that involved working with children. References from relatives are not acceptable. These can be verbal or written. Record verbal references - who the reference was from and what was said.

Induction & Training

When a new post holder starts at the club the Child Wellbeing and Protection Officer should:

- agree what training they need (e.g. safeguarding and protecting children) and when it should be done by
- explain the child protection policy and procedures, including the code of conduct
- get written agreement to abide by Child Protection and Wellbeing policies and the Code of Conduct for working with children

Trial period

It is recommended that the club and any new members of the sports volunteers/staff agree a trial period to make sure that the role is a good fit for both.

Monitoring and Performance review

The club should monitor the performance of the individual doing regulated work. This gives an opportunity to check on progress and address any problems or concerns.

