



# Vetting information for NI Affiliated Clubs

Version	Date	Author	Changes
1.0	Jan 2020	B. Ewing	Updated
Board Approved: February 2020			

## **To be read in conjunction with the Rowing Ireland Safeguarding Plan and Rowing Ireland Vetting Policy.**

If you require any assistance contact Brenda Ewing – Designated Children’s Officer for RIUB at [brendaewing@yahoo.co.uk](mailto:brendaewing@yahoo.co.uk)

RI Ulster Branch is the Registered Body for vetting in Northern Ireland and has one Registered Signatory: and a Counter Signatory:

- Registered Lead Signatory - Brenda Ewing
- Counter Signatory – Currently being changed

The Signatories are registered with Access NI (ANI) and act as liaison between Access NI and Rowing Ireland. The Signatories are responsible for ensuring the identification forms are up to date and available, for processing online applications and dealing with information/disclosures as returned from Access NI.

The Signatories are also responsible for maintaining the confidentiality of disclosed information and for using such in the best interests of young people and in accordance with this Vetting Policy. RIUB is certified Compliant with Access NI.

### [Vetting Policy - Recruitment of ex-offenders NI](#)

#### **Access NI Application**

Applicants are required to undergo an online ENHANCED Access NI check using the Government’s NIDirect web-site [www.nidirect.gov.uk/accessni](http://www.nidirect.gov.uk/accessni).

**Please Note:** To make an application for an Enhanced Certificate you will need a **six-digit pin number** as listed above for either the Lead Signatory or the Counter-Signatory. This PIN number will be only be provided by the CPO in the Club after the Club approves the need for vetting and your involvement working with young people within that Club. The PIN form has details of how to complete the on-line application and what documents are required for ID purposes.

Please note the lead Signatory and Counter Signatory will not issue the PIN number to individuals. All applications must be countersigned by Club CPO’s.

#### **Cost**

RIUB will process applications free for all Volunteers. Charges are liable by Access NI for all paid staff.

**If you are approached by a Club volunteer about coaching or working with juniors you should explain the procedure to them. You should make them aware of:**

- The Access NI Code of Practice, <https://www.nidirect.gov.uk/sites/default/files/publications/accessni-code-of-practice.pdf>
- A Criminal Record will not necessarily bar a person from obtaining a position,
- RIUB has an ex-offenders policy,
- RIUB has a Secure Handling, Use, Storage and Retention of Disclosed Information

**Lead Access NI Signatory**

Brenda Ewing

**Mobile:**

07979 253 900

**Email:**

[brendaewing@yahoo.co.uk](mailto:brendaewing@yahoo.co.uk)

Access NI Pin Number available from the Club you wish to work with

**Counter signatory for Access NI** TBC

**Mobile**

**Email:**

Access NI Pin Number available from the Club you wish to work with