

Access NI Application Pack

Edgehill House
9 Lennoxvale
Belfast
BT9 5BY

Dear Applicant,

Contained within this pack is all the information that you will need to undergo a police check through the AccessNI. The Safeguarding Board of the Methodist Church in Ireland (MCI) will facilitate this check. Please see below for details on how to complete this form. There are two parts to this process: on-line registration (see below) and completion of these written forms. All applicable sections must be completed before your application can be processed.

Page 1 outlines the process, including how to complete the online process on the AccessNI website.

Page 2 is where applicants fill out their details and give permission for the check to proceed. **Page 2 should be completed and returned.**

Page 3 is the check-list of applicable ID that the Designated Person (DP) or Minister uses to establish the identity of the applicant. **Page 3 should be completed and returned, along with copies of the ID used to verify the identity of the applicant.**

Page 4 is completed by the DP or the Minister.

Please note that the DP/ Minister cannot verify their own or a family member's application. **Page 4 should be completed and returned.**

Page 5 outlines how the pack & ID can be verified remotely, as well as giving some policy statements, including the legal backing to proceed with a Barred List Check.

Once the pack has been completed properly, It can be returned by email to vetting@irishmethodist.org or posted to the address above. You are free to choose which way to send this pack, but please ensure the pack and supporting ID documents are sent together.

Thank you very much,

Nicky Blair

Safeguarding Officer

Methodist Church in Ireland

Applicant instructions for AccessNI Website

1. Go to www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body
2. Select the green button to apply for an Enhanced Disclosure through a Registered Body. Please note, if you do not choose 'Enhanced Check' your application will be rejected.
3. Register your account by creating a user ID & password. To track your application, details of this need to be kept safe.
4. Once you have successfully logged in, you will be taken to the on-line application.
5. Enter the PIN number **341438** below at STEP 1 of completing the form
6. Don't forget to include your congregation name/ organisation in Organisation Reference (bottom of STEP 3.)
7. Complete the remainder of the form and click on confirm and proceed to finish the on-line process.
8. Once completed please take note of the 10-digit AccessNI reference number. You will be asked to enter it on page 2 of this pack.
9. Return this form to your Minister/ Designated Person to have your identity verified.

Applicant's Details Page, completed only by the Applicant

Full Name (including all middle names)									
Date of Birth (DD/MM/YYYY)			/			/			
Applicant's role									
Congregation/ Organisation									
AccessNI Application Reference number	This is a ten-digit reference number that is given to you upon completion of the online process, as outlined on page 1. Please enter in the box:								
National Insurance Number									
Driving Licence Number									
Passport Number									
Current Postcode/ Eircode									
Is this role voluntary or paid?	Voluntary			Paid					
If paid, please confirm that you have the right to UK employment?									
Consent								Yes	
I confirm that I have read the explanation regarding the Barred Lists, provided on page 5, and understand the implications of making a Barred List check application.								<input type="checkbox"/>	
I consent to a check being carried out against the Barred Lists.								<input type="checkbox"/>	
I understand and consent to the disclosure protocol as described on page 5.								<input type="checkbox"/>	
I confirm that there is no reason why I should not be allowed to work (paid or voluntary) with children or young people. If the answer is no, please give details on separate page. (Please note that this may mean that you are unable to volunteer.)								<input type="checkbox"/>	
I confirm that I have read the Policy Statements, and understand the protocol relating to GDPR, as listed on page 5. I consent to my data being used and retained for such purposes.								<input type="checkbox"/>	
Applicant Signature					Date of application (DD/MM/YYYY)				

ID Check-list Page completed by the DP/ Minister

The applicant requires a total of four pieces of ID from the lists below. If, however the applicant has any ID from Group 1, then only three pieces total are required. The applicant must submit at least one piece of ID with the current address. Copies of the ID used to support the application should be returned as part of this completed pack.

GROUP 1 (please note that more than piece of ID can be chosen from this group)

	Current Passport (any nationality)		Biometric Residence Permit (UK)
	Original birth certificate (UK, Isle of Man, Channel Islands) issued within twelve months of birth)		Original long form Irish birth certificate - issued at time of registration of birth (ROI)
	Current driving licence photo card (UK, ROI, Isle of Man, Channel Islands). <i>Please note this means you cannot use either of the other two driving licences listed here if you choose this one.</i>		Adoption certificate (UK, ROI, Channel Islands)

GROUP 2a (please note that more than piece of ID can be chosen from this group)

	Electoral ID card (NI only)		Immigration document, visa or work permit (not UK)
	Marriage/ Civil Partnership Certificate (UK, ROI, Channel Islands)		Birth certificate issued after time of birth (UK, ROI, Isle of Man, Channel Islands)
	HM Forces ID card (UK)		Firearms licence (UK, Channel Islands, Isle of Man)
	Current driving licence photo card (full or provisional) All countries outside of UK. <i>Please note this means you cannot use either of the other two driving licences listed here if you choose this one.</i>		Current driving licence (full or provisional) paper version (if issued before 1998), (UK, ROI). <i>Please note this means you cannot use either of the other two driving licences listed here if you choose this one.</i>

GROUP 2b (please note that more than piece of ID can be chosen from this group)

Documents below must be issued within the last 12 months

	Mortgage Statement (UK, ROI)		Lands and Property Services rate demand (NI only)
	P45 or P60 statement (UK, Channel Islands)		Council tax statement (UK, Channel Islands)
	Financial Statement, for example ISA, pension or endowment (UK, ROI)		

Documents below must be issued within the last 3 months

	Credit card statement (UK, ROI)		Utility bill (not mobile phone) (UK, ROI)
	Bank or Building society statement (UK, ROI Channel Islands)		Bank or Building society statement (countries outside UK) - Branch must be in the country where the applicant lives and works
	Bank or building society account opening confirmation letter (UK)		Benefit statement such as Child Benefit, Pensions etc. (UK)
	Central or local government agency, or local council document giving entitlement, for example from the Department of Work and Pensions, the Employment Service, HMRC (UK, Channel Islands)		

Documents below must be valid at the time of checking

	EEA National ID Card		yLink card issued by Translink (NI)
	60+ or Senior (65+) SmartPass issued by Translink (NI)		Irish Passport Card (cannot be used with an Irish passport)
	Cards carrying the PASS accreditation logo (UK, Isle of Man, Channel Islands)		Letter of sponsorship from future employment provider or voluntary organisation (valid only for applicants residing outside UK and ROI at time of application)
	Letter from head teacher or further education college principal (UK for 16-19 year olds in full-time education - only used in exceptional circumstances if other documents cannot be provided)		

Verification Page, completed by the DP/ Minister

This page is completed after meeting with the applicant and verifying original ID documentation. Copies of the ID used in this application must be made and submitted along with the application.

Applicant's Full Name (as listed on the original ID documentation)							
Name of Church/ Organisation							
Applicant's role (please state whether applicant is working with Youth and/or children)							
For the boxes below, please note that in each case, if the answer is no in any of the boxes, the application cannot proceed. Copies of the ID in question must be returned along with the rest of the application pack.							
Has the applicant completed the Online process?	Yes		No				
Has the applicant supplied copies of ID used to support this application?	Yes		No				
Has the applicant supplied at least one item of ID with current address?	Yes		No				
If the applicant is under the age of 18, has a parental permission form been completed and submitted?	Yes		No		N/A		
Was ID verified in-person or via video chat?	In-person		Video Chat				
If for a paid role, has the right to work in UK been established?	Please see <i>Right to UK employment</i> policy statement on page 5 of this pack						
	Yes		Not applicable				
I confirm that the applicant is engaged in Regulated Activity and is therefore eligible for an Enhanced Disclosure	Please see <i>Use of Enhanced Checks and Regulated Activity</i> statement on page 5 of this pack						
	Yes		No (the application cannot proceed)				
DP/ Minister Name							
DP/ Minister Signature							
Date of ID Check (DD/MM/YYYY)			/			/	

Protocols for Remote ID Verification for Vetting Checks

AccessNI have provision to allow their checks to go ahead, even during current restrictions. The process is thus:

1. The person verifying the ID (Designated Person (DP) or Minister) hosts a video call Zoom, Skype etc) with the applicant;
2. The applicant shows the DP/ Minister whichever ID documentation is being used to support the application;
3. The applicant then emails the DP/ Minister copies of these documents (scan or photograph) along with the completed paperwork. *(Please note that this pack can be completed electronically if that is the applicant's preferred choice, as long as it is emailed from the address used to log-in to the AccessNI system);*
4. The DP/ Minister completes the paperwork. Please note that electronic signatures are permissible as long as the pack is sent from the DP/ Minister's email address. This pack is then emailed to vetting@irishmethodist.org
5. At the first session of volunteering, the applicant must bring the originals of the ID Documents to be verified in person by the DP/ Minister.

Policy Statements

All policies, statements and protocols are available on <http://www.irishmethodist.org/safeguarding/> unless otherwise stated. This website contains *Taking Care*, the Child Protection Manual for MCI, as well as other resources. These are also all available on request.

Access NI Code of Practice

If you wish to view the Access NI Code of Practice you can do so on the following link:

<https://www.nidirect.gov.uk/sites/default/files/publications/accessni-code-of-practice.pdf>

Recruitment of ex-offenders

MCI has a policy of the recruitment of ex-offenders. Please note that a criminal record will not necessarily be a bar to obtaining a position within MCI.

Disclosure of criminal records

MCI has a protocol for establishing suitability for leadership where a criminal record, non-court disposal or relevant police information has been disclosed. Should an applicant wish to continue with an application, sharing full details of every disclosure with the MCI Safeguarding Officer will be required. Further information of this can be sought from the MCI Safeguarding Officer.

Right to UK employment

Right to UK employment is established if the applicant has any of the following supporting Identification Documents:

- UK/ ROI Birth Certificate;
- UK/ ROI Driving Licence;
- UK/ ROI Passport.

On page 2 of this pack, it is acceptable for the applicant to state 'UK/ ROI resident since birth'. In the event that an applicant is in possession of a relevant visa enabling paid employment, this should be stated.

Security Policy

MCI has Secure Handling, Use, Storage and Retention of Disclosure information.

It is now a requirement that the Designated Person/ Minister takes copies of your ID validation documents which will be retained by MCI for a period of 90 days. These documents will be kept safely and securely, in line with MCI's Security Policy. MCI will retain a record of the completion of this vetting check indefinitely for future reference. This data can be accessed on request.

Use of Enhanced Checks and Regulated Activity

To be eligible for an Enhanced Disclosure, an applicant must be engaged in Regulated Activity. Most of the activities that Youth & Children's leaders are engaged in mean that they are in Regulated Activity, but for further guidance on this, please consult MCI's Safeguarding website, or seek guidance from the MCI Safeguarding Officer.

The Disclosure and Barring Service maintain lists of individuals who are barred from engaging in Regulated Activity with children or vulnerable adults. All posts necessitating an Access NI Enhanced Check include a check of the Barred Lists.

It is an offence for an individual on the Barred Lists, or is the subject of a disqualification order from the courts, to apply for, offer to do any work, paid or unpaid, in regulated activity.

Anyone convicted of this offence is liable to punishment by imprisonment or fines or both.

The applicant must complete the appropriate check box answers and sign the consent.