

ACCESS NI DISCLOSURE – GUIDANCE NOTES

Those who are aged 16 and above and are in a regulated activity working or volunteering with children or Adults At Risk are required to hold a British Gymnastics Access NI disclosure (Coaches & Club Welfare Officers). It is the responsibility of the affiliated organisation to assess all other roles within their organisation to determine whether a criminal record check is required and the appropriate level in line with [British Gymnastics Criminal Record Checks Policy & Guidance](#) and [Safeguarding eligibility flowchart](#). British Gymnastics are unable to accept certificates that have been processed by other bodies or which have been obtained for other purposes.

With effect from 1 May 2018, AccessNI (Circular 1/2018) have revised their requirements to the application process and must be adhered to. This guidance document together with the PIN Notification and ID Validation form have been revised to incorporate the new requirements.

In order to make an application you will need to complete the online Access NI application form **and** PIN Notification and ID Validation form. You cannot apply for an enhanced check by yourself. Your application **MUST** be counter signed by an AccessNI registered organisation (Your BG/GNI club).

Please read the below guidance notes carefully **before** completing an application.

Applicant Instructions:

1. You can only apply online if the organisation that required you to obtain an Enhanced Check has provided you a PIN No. To do so, you must contact British Gymnastics Customer Services by calling 0345 1297129 or emailing customerservice@british-gymnastics.org and request a PIN No from an AccessNI Counter Signatory. Clubs are not to provide previously used PIN numbers¹.
2. Download a copy of the revised AccessNI PIN Notification and ID Validation form from <https://www.british-gymnastics.org/northern-ireland/accessni>.
3. Go to <http://www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body>.
4. From this web page, click the green button to **Apply for an enhanced check through a registered body**.
5. Register your account by creating a user ID and password and follow online instructions to log in (keep these details safe as you will need them to track the progress of your case).
6. Once you have successfully logged in you will be taken to the on-line application.
7. Enter the **6-digit PIN number** provided by British Gymnastics (**below**), at step 1.

6 Digit Pin Number

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¹ The generic PIN No: 764792 is no longer valid and must not be used.

8. Complete the remainder of the on-line form and click on **Confirm and Proceed** to finish the on-line process. Every time you click next, the page will be saved.
9. **Note the 10-digit Access NI reference number** and insert this into the boxes provided on the PIN Notification and ID Validation Form.
10. Complete the rest of the PIN Notification and ID Validation Form and ensure the I.D verifier has completed Part B. This now includes obtaining copies of the documentation checked by the verifier. Original documents are **NOT** to be sent to British Gymnastics.
11. Return the completed PIN Notification and ID Validation Form, together with the copy documents and payment **via recorded mail** to the following address:

FAO Customer Services, AccessNI, British Gymnastics, Lilleshall National Sports Centre, Newport, Shropshire, TF10 9AT

Online applications will not be processed further until this information has been received

Fees for Access NI Disclosures

The following charges will apply for processing AccessNI Disclosures:

British Gymnastics Member:

Volunteers £15.00*

Paid Positions £48.00

Non-Members: **Please contact British Gymnastics on 0345 129 7129**

** AccessNI define a volunteer as: "A person who performs any activity which involves spending time, unpaid (except for travelling and other out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives".*

Forms of Payment:

British Gymnastics will accept payment by cheque (made payable to "British Gymnastics") or by BACs payments. If paying by BACs, please quote the membership number followed by ACCESSNI for the reference. Payment details:

National Westminster Bank , 19 High Street, Newport, Shropshire TF10 7NE

Account name: British Gymnastics **Account No:** 08625328 **Sort Code:** 54-10-36

Online applications will not be processed further until the correct form and payment has been received

To track your case please visit: <http://www.nidirect.gov.uk/accessni> and log into your account.

Checklist:

- Completed online Access NI application form**
- Signed and completed I.D. Verification Form with correct 10 digit ANI reference number enclosed**
- Copies of documentation used to verify identity**
- Applicable payment to British Gymnastics enclosed**

Please ensure the above documentation is forwarded via recorded delivery.

If you are experiencing any difficulties, please contact British Gymnastics on: 0345 129 7129 ext. 2395 or email: customerservice@british-gymnastics.org

FREQUENTLY ASKED QUESTIONS – ACCESSNI SPECIFIC

What if an applicant refuses to provide a copy of their documentation?

If an applicant refuses to give permission for copy ID documents to be held by British Gymnastics, a note of their refusal will be made. AccessNI suggest that **FULL** and **ACCURATE** information is recorded on the AccessNI PIN Notification and ID Validation form including **ALL** forenames and the exact DOB and address for the applicant. The AccessNI PIN Notification and ID Validation form will be retained for 90 days after the disclosure certificate has been issued to allow for the appeal/dispute period to expire. British Gymnastics/Gymnastics N Ireland through the club verifier will also inform the applicant that should AccessNI require clarification on ID documentation, they may be requested to present the ID documents to a British Gymnastics office again, to allow the relevant information to be provided to AccessNI.

Is the process of requiring a person to have copies of their identity documents posted compliant with GDPR?

Yes, as it is a legal requirement. By ensuring that the relevant documents are forwarded to British Gymnastics via recorded mail, this provides a level of security and accountability. Future consideration will be given as to other methods of forwarding such documents including email/scanned copies.

What action will British Gymnastics take to ensure the safe keeping of the copy documents?

All recorded mail is signed for. Customer Services have specific identified AccessNI Counter Signatories, who will receive all such correspondence. In accordance with British Gymnastics Criminal Records Checks policy on Secure Storage, Handling, Use, Retention & Disposal of Disclosure Information, all documents will be secured and treated in confidence. Management processes have also been initiated to ensure that the documents are destroyed after 90 days after the certificate has been issued.

Will the applicant be told that the copies of their identity documents have been destroyed?

Yes. Upon expiry of the 90-day period, British Gymnastics will confirmation to the subject in writing that the copy documents have been destroyed.

Does a verifier need to hold a DBS/AccessNI certificate themselves?

No.