

In line with Legislation requirements and Association Rules, **all persons** working with children, young people, vulnerable groups or adults at risk *in a voluntary or paid capacity*, must be appropriately vetted and adequately trained prior to commencing their role. Those who are involved in the management of individuals appointed to work with your members in your club must also be vetted.

Vetting is carried out by Access NI through Ulster GAA for those involved in clubs in Antrim, Armagh, Derry, Down, Fermanagh and Tyrone, where they return criminal history information on the applicant. This enables Ulster GAA to make more informed recruitment decisions in relation to the suitability of the applicant for the role. Ulster GAA process applications for vetting checks free of charge, for our Volunteers at a clubs request and the vetting acceptance covers members for roles within the six counties in Ulster.

We remind all clubs that they should not permit anyone to work with their children, young people, vulnerable groups or adults at risk in the Club until they have been suitably Vetted, adequately trained and approved for their role.

The simple process is as follows:

1. Applicant fills out the online Enhanced Access NI Application Form via NI **Direct**
 - If you have an Access NI account- enter details.
 - If you do not- please create an account.
 - When prompted- *'Please enter the PIN code provided by the organisation asking you to complete this application'* **Ulster GAA Pin code: 540101**
2. Continue through the process,
 - *You will be required to upload two identity documents so that information provided on your application can be verified. (acceptable forms of ID)*
 - Confirm all details in Applicant's declaration.
 - You will be provided with an individual 10 digit Reference Number, this will be used throughout the process.
3. Next open **Foireann**
 - Click *'Qualifications and Vetting'*
 - *Apply to be Access NI vetted (volunteer)*
 - Enter Access NI (10 digit) Reference number

- upload ID Documents . click [here](#) for more info
- 4. Club Children's Officer verifies Applicant ID Documents on Foireann. click [here](#) for more info
- 5. Ulster GAA approve the form and the ID and send to Access NI
- 6. Access NI Process the form and issue the Disclosure Certificate directly to the applicant
- 7. Ulster GAA write to the applicant (via email) to confirm their vetting acceptance, this is updated on your Foireann profile and your club secretary receives a copy of your acceptance letter via email.

Please note:

- If there is information on your Certificate, Ulster GAA will write to request that you share your digital certificate with us via the digital link directly to safeguarding.ulster@gaa.ie
- Ulster GAA risk assess all Enhanced Disclosure Certificates that contain information, where there are areas of concern, we will contact the applicant directly to discuss before any decision with regard to their suitability for the position applied is made.
- Where required, Ulster GAA will meet with club officers to discuss any areas of concern.
- Applicants have the right to appeal any decision made by Ulster GAA in relation to their suitability for the position applied.
- Acceptance letters are valid for **three years** from the date of completion at which stage they must then be renewed by submitting a new application.
- You will receive a reminder email when your Access NI Application is due to expire.

If you have any queries in relation to this, please do not hesitate to contact Conn Stevenson; accessni.ulster@gaa.ie

SAFEGUARDING

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- [Access NI](#)
- [Garda Vetting](#)
- [Safeguarding Training](#)
- [Tackling Bullying](#)
- [Save Our Smiles](#)
- [International Safeguards for Children in Sport](#)
- [FAQs](#)

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Have a question about any of our programmes?

Go to Ulster@gaa.ie for more information