



Causeway Volunteer Centre

Access NI Umbrella Body Agreement

This agreement between Causeway Volunteer Centre and **Name of Organisation** sets out the role of each party in processing Access NI checks. Please note Umbrella Bodies (i.e. Causeway Volunteer Centre) **cannot take recruitment decisions** on behalf of other organisations.

This agreement is based on the following assumptions:

- A volunteer/organisation has approached the Umbrella Body to assist with the processing of an Access NI disclosure application form
- The volunteer/organisation requires Standard or Enhanced disclosures for individuals who they may seek to recruit (those who require a Basic disclosure do not go through an Umbrella Body)
- The Umbrella Body/organisation has established that there is a legal entitlement to request Standard/Enhanced disclosures from Access NI
- There is an admin charge of (£7 for staff, £5 for volunteers) per application in addition to the appropriate Access NI fee
- That the information supplied in Disclosure Application Forms is correct.

Causeway Volunteer Centre will

- Ensure there is a legal entitlement for the type of disclosure requested by the applicant
- Assist **Name of Organisation** through the Access NI Disclosure process
- Ensure Disclosure Application form is completed properly
- Verify the Identification of applicants per Access NI guidance, or ensure the ID validation form is completed by **Name of Organisation**
- Retain the PIN Notification & ID validation form for the period of 3 years
- Collect and record payment from organisations and manage Access NI account
- Return application to applicant after 4 weeks if PIN Notification & ID validation form has not been verified & returned to CVC.
- Be first point of contact with AccessNI
- Gather any additional information AccessNI requested by either directly contacting **Name of Organisation** or the applicant
- Monitor **Name of Organisation** to ensure compliance with AccessNI code of practice.

Name of Organisation will

- Appoint a **responsible person** who is competent and authorised to take responsibility for processing Access NI applications, checking ID, making recruitment decisions and storing relevant information
- Provide any information requested by Causeway Volunteer Centre to provide assurance that the position applied for meets the necessary legal entitlements for the type of Disclosure requested;
- Direct applicant to Access NI online process and provide them with Causeway Volunteer Centre's pin number (467926). For convenience there is a link to the relevant page on Access NI website through Causeway Volunteer Centre's website, www.causewayvc.org
- Undertake the appropriate identity checks on applicants, and complete the PIN Notification & ID validation form which can be accessed through Causeway Volunteer Centre's website.
- Send the completed PIN Notification & ID validation form immediately to Causeway Volunteer Centre to ensure that the application is processed without delay. Applications cannot be processed until PIN Notification & ID validation form is completed and returned to us.
- Make the appropriate payment promptly
- Ensure that the organisation has sight of the relevant Access NI Certificate before allowing someone to take up the position for which it was requested
- Agree that only staff authorised by Causeway Volunteer Centre will undertake the checking of Applicants identification documents;
- Comply with provisions set out in Access NI Code of Practice
- Comply with any recommendations made by the Umbrella Body.

To be completed by Responsible Person

I have been authorised by **Name of Organisation** to act as responsible person

I have read, understand and agree to undertake the responsibilities outlined above

I have read the [Access NI Code of Practice](#)

Name _____

Signed _____

Position _____

Email _____

Contact No. _____

Date _____