



## 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 ID validation form and copies of ID documents for the period of 90 days after certificate has been issued
- Collect and record payment from organisations and manage Access NI account
- Return application to applicant after 4 weeks if 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 (**438026**). For convenience there is a link to the relevant page on Access NI website through Causeway Volunteer Centre's website, [www.causewayvc.org](http://www.causewayvc.org)
- Undertake the appropriate identity checks on applicants, and complete the ID validation form which can be accessed through Causeway Volunteer Centre's website.
- Send the completed ID validation form and copies of original ID documents immediately to Causeway Volunteer Centre to ensure that the application is processed without delay. Applications cannot be processed until ID validation form and documents are 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

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Signed

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Position

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Email

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Contact No.

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Date

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