

Check list for Access NI application
(**Please tick Yes if in agreement, sign and date the document)**

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

An applicant must agree and sign if in agreement to undernoted requirements:

1. Coaches and Volunteers agree to attend a specific Safeguarding course every three years.
2. Applicant is aware that they will be asked if there is any reason, they cannot work in Regulated Activity Yes/No
3. Applicant agrees that all ID documents, showing name, address etc., will be checked prior to submission of the AccessNI e-application. The PIN ID Validation form is held securely by the signatory for 90 days. Yes/No
4. Applicant is aware that a disclosure is requested as part of the process. Yes/No

AccessNI circular1/2018 Identity Checking

1. Applicant is aware that the BHS has a written policy on the recruitment of ex-offenders. A criminal record will not necessarily bar an applicant from a coaching position. Available on request. Yes/No

Guidance is available at: htts:/www.executiveoffice-ni.gov.uk/publicatins/employers-guidance-recuiting-people-conflict-related-convictions

1. Applicant is aware that the BHS has a written policy on Code of Practice for volunteers, coaches, parents, and members. Yes/No

 [Safeguarding Children | Useful child protection downloads | British Horse Society (bhs.org.uk)](https://www.bhs.org.uk/our-charity/corporate-information/working-with-the-law/safeguarding-children/resources) AccessNI Code of Practice also available.

1. Applicant is aware that Secure Handing, Use, storage, and Retention of Disclosure Information. See 3. Yes/No

The British Horse Society has a signed Service Level Agreement with Pony Club Area 17.

Signed Dated

Print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_