

Service Level Agreement Access NI Services: Irish FA

1. Purpose of this Service Level Agreement

- 1.1 The purpose of this agreement between the Irish Football Association and an Association, League or Club affiliated to the Irish FA is to set out the terms under which both parties will agree to
- (a) the responsibilities of applicants, Irish FA Affiliated Bodies and the Irish FA in processing an Access NI check; and,
 - (b) compliance of handling of data and information in relation to Access NI checks and disclosures.

2. The Irish FA as an Umbrella Body:

- 2.1 The Irish FA is an Umbrella Body for the purposes of Access NI checks.
- 2.2 The Irish FA, as an Umbrella Body cannot take a decision to employ any person, engage a person as a volunteer, or engage a person as a provider of services on the basis of information contained in an Access NI Disclosure certificate unless the potential employee, volunteer or service provider will be directly working for the Irish FA.
- 2.3 Associations, Leagues and Football Clubs which are affiliated to the Irish FA are wholly and legally responsible for the decision to employ any person, engage any person as a volunteer or engage any person as a provider of services on the basis of information contained in an Access NI Disclosure Certificate.
- 2.3 The Irish FA, as an Umbrella Body, will support Affiliated Bodies in making Access NI checks and will provide advice to Affiliated Bodies in relation to conviction assessment to enable the Affiliated Body to make a recruitment decision.

3. Responsibilities of the Irish Football Association

The Irish Football Association will

- 3.1 authorise in writing, the Chair and Welfare Officer of the Affiliated Body as the Responsible Officers for Access NI checks;
- 3.2 countersign online applications for Access NI Checks for Irish FA Affiliated Bodies on the basis of the assurances provided by an Officer of an Affiliated Body in the Irish FA Form "Application for Access NI Check under Irish FA Umbrella Body V1 July 2015".
- 3.2 provide advice to assist the Responsible Officers of the Irish FA Affiliated Body through the AccessNI Disclosure process;



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- 3.3 be first point of contact with Access NI on matters relating to Disclosure Applications made under the Irish FA status as an Umbrella Body;
- 3.4 gather any additional information requested AccessNI, including from the Irish FA Affiliated Body or the Applicant.
- 3.5 notify the Irish FA Affiliated Body when a Disclosure Certificate has issued to the Applicant and advise the Officer of the Affiliated Body that
 - either No Information has been disclosed; or
 - Information has been disclosed;
- 3.6 provide advice to the Affiliated Body on conviction assessment; and,
- 3.7 obtain evidence-based assurance from the Affiliated Body that the Affiliated Body is complying with AccessNI code of practice in relation to data protection, records management and confidentiality.

4. Responsibilities of the Association, League or Club Affiliated to the Irish FA

The Affiliated Body will

- 4.1 complete and follow the process set out in the Irish FA Form “Application for Access NI Check under Irish FA Umbrella Body V1 July 2015”;
- 4.2 provide any further information requested by the Irish FA relating to any Access NI application made by the Affiliated Body;
- 4.3 support the Applicant appropriately to make online applications using the Access NI system.
- 4.4 inform the Irish FA in writing every year by 1 July of the names of the Chair and Welfare Officer at the Affiliated Body authorised by the Irish FA will undertake the checking of Applicants identification documents;
- 4.5 comply with provisions set out in AccessNI Code of Practice as published by Access NI;
- 4.6 ensure that Disclosure Certificates, copies of Disclosure Certificates or excerpts from Disclosure certificates are retained in a secure manner, accessible only by those with authority to see them.
- 4.7 ensure that Disclosure information – either in writing or verbally - is not passed to persons not authorised to receive it
- 4.8 ensuring that any Disclosure Certificate, copy of a Disclosure Certificate or excerpt from a Disclosure Certificate is safely disposed of after the recruitment decision has been taken and no later than 90 days from the date on which the document was provided to the Irish FA Affiliated Body; and;



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- 4.9 comply with recommendations made by the Irish FA in relation to any aspect of the Access NI process or the capability of the Affiliated Body to meet Access NI requirements.

5. Parties and signatories to this Service Level Agreement

- 5.1 For and on behalf of the Irish Football Association:

Name Gerry Crossan
Status Director of Corporate Services
Date

- 5.2 For and on behalf of the Association, League or Club affiliated to the Irish FA:

Name of Association, League or Club:

Name of Chair:

Signature of Chair:

Date:

Address*:

Postcode:

E-mail:

Contact Number:

Name of Welfare Officer:

Signature of Welfare Officer:

Date:

Address:

Postcode:

Contact Number:

Email Address:

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ifaQ15 Safeguardng

V1 July 2015 – issued Annex 2 Letter PN CEO Irish FA to Affiliated Bodies 24 July 2015



football for all

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*This is a mandatory field as the Irish FA will be returning a copy of the SLA that has been signed and dated by both parties.

This document forms part of the Irish FA standard **ifaQ14 Safeguarding** (under development)

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This document has 4 pages

