

Notes for the use of AccessNI by Mountaineering of Ireland

As registered with AccessNI as an umbrella body MI has a written policy on the recruitment of ex-offenders (a copy can be given to all applicants for positions where a Disclosure will be requested) **(A)** and a policy on the security of the disclosure data **(B)**.

(A) Recruitment of ex-offenders

It is crucially important that people who have been convicted are treated fairly and are given every opportunity to establish their suitability for positions.

- whether the conviction or other matter revealed is relevant to the position in question.
- the seriousness of any offence or other matter revealed.
- the length of time since the offence or other matter occurred.
- whether the applicant has a pattern of offending behaviour or other relevant matters.
- whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters occurred.
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person, which may need to be verified.
- a criminal record will not necessarily be a bar to obtaining a position,

(B) Security of the disclosure data

MI has a written security policy covering the correct handling and safekeeping of Disclosure information.

- It will be kept in a locked permanently fixed unit in an MI office and be destroyed after the minimum time needed to confirm acceptance of application and/ or the resolution of any matters arising from the application (usually <1 week after offer of post and maximum 6 months).
- Only those directly involved in the processing of the application will receive disclosure information. Namely the MI registered person who countersigned the disclosure application and the lead person involved in the recruitment process in the MI itself or within one of its clubs.

MI will require that any club or individual who requests MI to countersign a Disclosure application adopts the policies concerning recruitment of ex-offenders and security as noted above.

Notes to go along with your application to volunteer with MI:

MI will follow the code of practice regarding the handling of information from disclosures we may receive from AccessNI. This is available at: <http://www.accessni.gov.uk/index/who-uses-ani/code-of-practice.htm>

Valid Identity Documents for use with application
(to be presented in person to an MI board member or MI employee)

Group 1	Group 2
<ul style="list-style-type: none"> • UK Driving Licence Full or Provisional – England/Wales/Scotland/NorthernIreland/Isle of Man; either photocard or paper (a photocard is only valid if accompanied with the paper counterpart) 	<ul style="list-style-type: none"> • Marriage certificate/Civil Partnership Certificate
<ul style="list-style-type: none"> • UK Firearms licence 	<ul style="list-style-type: none"> • Non-original UK birth certificate (issued after 12 months of date of birth, full or short form acceptable)
<ul style="list-style-type: none"> • Original UK birth certificate (issued within 12 months of date of birth, full or short form acceptable) 	<ul style="list-style-type: none"> • P45/P60 statement
<ul style="list-style-type: none"> • Valid photo identity card (EU countries only) 	<ul style="list-style-type: none"> • Utility bill (electricity, gas, water, telephone – including mobile phone contract/bill)
<ul style="list-style-type: none"> • HM Forces ID card (UK) 	<ul style="list-style-type: none"> • Valid TV licence
<ul style="list-style-type: none"> • Adoption Certificate (UK) 	<ul style="list-style-type: none"> • Credit card statement
	<ul style="list-style-type: none"> • Store card statement
	<ul style="list-style-type: none"> • Mortgage statement
	<ul style="list-style-type: none"> • Valid insurance certificate
<p>* documentation must be less than 3 months old</p> <p>** must be issued within the last 12 months</p> <p>NOTE: Three documents must be produced; one from Group 1 and two from Group 2. If this is not possible, then five documents from Group 2 must be produced– these must be in the name of the applicant. It is preferred that at least one of these documents contains photographic identification.</p>	<ul style="list-style-type: none"> • Certificate of British nationality
	<ul style="list-style-type: none"> • British work permit/visa**
	<ul style="list-style-type: none"> • Asylum Registration Card
	<ul style="list-style-type: none"> • ANI Disclosure Certificate
	<ul style="list-style-type: none"> • Personal correspondence or a document from a Government Department*
	<ul style="list-style-type: none"> • Bank or Building Society Document**
	<ul style="list-style-type: none"> • Financial statement e.g. pension, endowment, ISA **
	<ul style="list-style-type: none"> • Valid vehicle registration document
	<ul style="list-style-type: none"> • Mail order catalogue statement*
	<ul style="list-style-type: none"> • Court summons
	<ul style="list-style-type: none"> • Valid NHS card
	<ul style="list-style-type: none"> • Court Claim Form
	<ul style="list-style-type: none"> • Addressed payslip*
	<ul style="list-style-type: none"> • National insurance number card
	<ul style="list-style-type: none"> • Examination certificate (e.g. GCSE, NVQ)
	<ul style="list-style-type: none"> • Letter from a Head Teacher*
	<ul style="list-style-type: none"> • Child benefit book
	<ul style="list-style-type: none"> • Smart pass