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Service Level Agreement

Between

The Church of Ireland Safeguarding Board

And

**INSERT NAME OF PARISH OR DIOCESE**

April 2025 (Version 3)

For Parishes and Dioceses

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# Section 1 – The Agreement

### Introduction

The purpose of this agreement between the Church of Ireland Safeguarding Board and **INSERT NAME OF PARISH OR DIOCESE** is to set out the terms under which both parties will agree to comply when handling personal information during the AccessNI disclosure process.

This agreement is made on **INSERT DATE** and will commence at the same time.

Unless the Agreement is specifically amended, altered or withdrawn, it will be automatically agreed to have rolled over on 1st April each year, until the signatory has changed. The new signatory should notify the safeguarding office when a new Service Level Agreement (SLA) is needed.

### Background

**Definition of an Umbrella Body**

An Umbrella Body is an AccessNI registered organisation. They are authorised by AccessNI to process individuals' information. The Umbrella Body sends enhanced criminal record checks to AccessNI for employers and organisations**.**

In this agreement the Umbrella Body is the Church of Ireland Safeguarding Board.

The Church of Ireland Safeguarding Board cannot take a recruitment decision on the basis of information contained on a Disclosure Certificate unless the applicant will be directly working for the Representative Body of the Church of Ireland. This agreement recognises thatAccessNI provides one copy only of a Disclosure Certificate to the applicant. However, the online case tracking system enables the Church of Ireland Safeguarding Board to know when a Disclosure Certificate has been issued and whether there is any information on that certificate. If this is the case, the Church of Ireland Safeguarding Board will provide relevant information to **INSERT NAME OF PARISH OR DIOCESE**. The Church of Ireland Safeguarding Board will record details that their part of the process is complete.

**Your organisation INSERT NAME OF PARISH OR DIOCESE**

**INSERT NAME OF PARISH OR DIOCESE** may be referred to in this document as the employer, the organisation or the third party.

### Scope

The terms of this agreement shall not be varied or amended unless agreed to and confirmed in writing by authorised representatives of the Church of Ireland Safeguarding Board and **INSERT NAME OF PARISH OR DIOCESE** *or* AccessNI. AccessNI may, given appropriate notice, withdraw an organisation’s designation of Umbrella Body from the Church of Ireland Safeguarding Board or request they do not offer their service to third parties.

### Assumptions

This agreement is based on the following assumptions:

* An employer / organisation has approached the Church of Ireland Safeguarding Board to assist with the processing of an AccessNI disclosure application;
* The employer / organisation requires **ENHANCED or STANDARD** disclosures for individuals who they may seek to recruit;
* The employer has established that there is a legal entitlement to request Enhanced or Standard disclosures from AccessNI;
* A fee is applicable for applicants who are undertaking a **paid** role, this incurs a charge from AccessNI of £32.00 for Enhanced or £16.00 for Standard. It is understood that AccessNI will only issue an invoice to Church of Ireland Safeguarding Board. The Church of Ireland Safeguarding Board will then forward an invoice to the employer in due course;
* All disclosure applications will be submitted to AccessNI via the NI Direct on-line portal
* That the information supplied in disclosure Application is correct.

### Data Protection

The Church of Ireland Safeguarding Board will retain the name and contact details of the AccessNI Authorised Signatory, contact person and any other nominated contact for the organisation. These details will be stored on a secure database hosted in the Cloud to which only RCB staff and staff from Enclude (a company who provides IT support of the database) will have access to. The contact details will be held for 3 months after the person leaves role or whenever consent is withdrawn whichever is earliest.

A copy of the application pack that an applicant submits to the vetting team will be retained for 3 months after the completion of the AccessNI Check and then destroyed.

Records that relate to the name, date and fact that an applicant was AccessNI checked will be retained on a secure RCB server in line with data protection policy and procedures.

All other information will be retained on AccessNI systems.

# Section 2 – Roles & Responsibilities

**The Church of Ireland Safeguarding Board** will;

* make available the AccessNI Code of Practice (May 2020) to the employer;

This is available on the Church of Ireland Safeguarding website <https://safeguarding.ireland.anglican.org/access-ni/>;

* assist the organisation to ensure there is a legal entitlement for the type of disclosure requested by the applicant;
* assist **INSERT NAME OF PARISH OR DIOCESE** through the AccessNI Disclosure process, including providing the appropriate personal identification number (PIN) for applicants to enable them to use the online application process;
* ensure Disclosure Applications are countersigned properly;
* ensure identity documents uploaded to the AccessNI application by the applicant are listed on the AccessNI list of acceptable documents
* reject identity documents provided by the applicant which are not acceptable to AccessNI;
* verify the information provided on the AccessNI application accurately reflects details on identity documents to include the provision of all middle names and/or previous surnames;
* be first point of contact with AccessNI on matters relating to disclosure applications submitted through them;
* gather any additional information requested by AccessNI, either by directly contacting **INSERT NAME OF PARISH OR DIOCESE** or the applicant;
* notify **INSERT NAME OF PARISH OR DIOCESE** that information has been disclosed on the Disclosure Certificate. Where information has been disclosed, the Church of Ireland Safeguarding Board should advise the employer to ask the applicant to provide that employer with their copy of the Disclosure Certificate in order to view the information and progress to the next stage of the recruitment process;
* advise the employer to ensure that on sight of a Disclosure Certificate containing information they handle such information in line with the AccessNI Code of Practice and the Data Protection Act 2018;
* provide **INSERT NAME OF PARISH OR DIOCESE** with guidance on secure handling and storage of information;
* monitor **INSERT NAME OF PARISH OR DIOCESE** in complying with the AccessNI Code of Practice.

**The organisation** will;

* ensure that the position being applied for meets the necessary legal entitlements for the type of disclosure requested.
* provide relevant information requested by the Church of Ireland Safeguarding Board to provide assurance that the position applied for meets the necessary legal entitlements for the type of disclosure requested. Please refer to the Regulated Activity Guidance at <https://safeguarding.ireland.anglican.org/access-ni/>;
* ensure that the appropriate Personal Identification Number (PIN) is supplied to the applicant to complete the online application form;
* use the online application process on the NIDirect portal to submit applications to AccessNI;
* complete the relevant parts of the Church of Ireland Safeguarding Board AccessNI Application Pack
* send the AccessNI Application Pack to the Church of Ireland Safeguarding Board
* comply with provisions set out in AccessNI Code of Practice;
* ensure the information on Disclosure Certificates provided by applicants is retained in a secure manner, accessible only by those with authority to see them. Details of non-court convictions, convictions, police information or barred list information should not be retained after the recruitment decision is made;
* ensure that disclosure information is not passed to persons not authorised to receive it;
* comply with recommendations made by the Church of Ireland Safeguarding Board;
* complete and return this Service Level Agreement including Annex A to the Church of Ireland Safeguarding Board via email at: [AccessNI.admin@rcbcoi.org](mailto:AccessNI.admin@rcbcoi.org), or by post to Vetting Team, Church of Ireland House, Church Avenue, Rathmines, Dublin 6, D06 CF67.

# Section 3 – Authorisation and Agreement

The Services detailed in this Agreement have been authorised and agreed by the following parties (Part A and Part B)

**PART A**

For The Church of Ireland Safeguarding Board

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART B Name of AccessNI Authorised Signatory (usually the incumbent for parishes)**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of AccessNI Contact Person (Optional)**

**If an Authorised Signatory wishes to designate a contact person their details can be added here.**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex A**

**Service Level Agreement – Checklist**

In order to evidence compliance with the provisions within the Service Level Agreement, this form should be completed by the parish or dioceseand returned to the Church of Ireland Safeguarding Board along with the signed Service Level Agreement.

I confirm that **INSERT NAME OF PARISH OR DIOCESE** will:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirement** | | **Yes** | **No** |
| 1 | Make all applicants (who require an AccessNI check) aware of the AccessNI Code of Practice and provide them with a copy of the Code of Practice (upon request). |  |  |
| 2 | Comply with provisions in Data Protection Act 2018 and will not retain disclosure information for any longer than is required for the specific purpose. |  |  |
| 3 | Ensure that all applicants for relevant positions are notified in advance of the requirement for an AccessNI check. |  |  |
| 4 | Clarify with applicants if there is any reason why they cannot work in Regulated Activity prior to them commencing an application for an Enhanced check. |  |  |
| 5 | Notify all potential applicants of the possible effect of a criminal record on the recruitment and selection process, and any recruitment decision. |  |  |
| 6 | Discuss any matters revealed in disclosure information with the person seeking the position before withdrawing an offer of employment. |  |  |

I further confirm that **INSERT NAME OF PARISH OR DIOCESE** will follow the Church of Ireland Safeguarding Board policies as below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirement** | | **Yes** | **No** |
| 1 | Policy on recruitment of ex-offenders. |  |  |
| 2 | Policy on secure handling, use, storage and retention of disclosure information |  |  |

**To be signed by the AccessNI Authorised Signatory (usually the incumbent for parishes)**

|  |  |
| --- | --- |
| Signed: ……………………………...……………… | Date: …………………… |
| Print Name: ………………………………………… | Role: ……………………. |