

Paddle NI – AccessNI Disclosure Guidance for Clubs

Purpose of this Guidance

This one-page guide explains how AccessNI disclosure checks are handled by Paddle NI and what clubs need to know about their responsibilities. It ensures safeguarding compliance while protecting confidentiality and respecting data-protection requirements.

What Clubs Need to Know

1. Who needs an AccessNI check?

Anyone in a club role involving:

- regulated activity
- responsibility for children or young people
- a position of trust (e.g., coaching, leading, supervising, safeguarding roles)

2. How the certificate is issued

- AccessNI issues the **digital certificate directly to the individual**.
- Paddle NI does **not** receive a copy automatically.
- If the certificate contains disclosures, Paddle NI will review it before confirming deployment

3. How Paddle NI reviews certificates

- The individual shares their digital certificate securely with Paddle NI Safeguarding Lead.
- **Only the Paddle NI Safeguarding Lead** views the certificate.
- The certificate is **not downloaded, stored, or retained**.
- The Case Management Group reviews anonymised information and makes the **deployment decision**.

4. What clubs will be told

Clubs receive:

- **The final deployment decision only** (e.g., “deployed”, “deployed with conditions”, “unable to be deployed”)

Clubs do **not** receive:

- certificate details

- disclosure information
- personal or sensitive data

5. If a club wants to see the certificate

- Clubs must request it **directly from the individual**.
- Paddle NI **cannot** share disclosure information with clubs.

6. What clubs should do with the deployment decision

- Record it securely.
- Deploy the individual only within the parameters set by Paddle NI.
- Maintain confidentiality.
- Contact Paddle NI if clarification is needed.

ACCESSNI DISCLOSURE PROCESS FOR CLUBS

