

London 2012 - Workforce Accreditation

As part of the broader security strategy for the Olympic Games, all people working at the Olympic Games either directly with LOCOG or one of their contractors are required to undergo a background security check known as accreditation. This process applies to the entire workforce used at all competition and non competition venues across the UK.

What is accreditation?

1. *Security Clearance*

A background check performed by HM Government. This is not the same as a Criminal Records Bureau (CRB) check.

2. *Access Pass / Operational tool*

Accreditation ensures that individuals have the quickest and safest access to venues where they are required to attend, in order to perform their official function.

Who needs accreditation?

Workforce

- LOCOG: paid staff & volunteers
- Contractors workforce, Sponsor Service Providers / Partners (including Security & Law Enforcement)

Olympic / Paralympic Family

- National Olympic / Paralympic Committees
- Press
- Broadcasters
- Other Olympic / Paralympic Family

It is anticipated that as many as 500,000 accreditation applications will be processed by Games time.

How do you get accreditation?

- Individuals can not request accreditation – all accreditation applications must come from a 'Responsible Organisation' and must relate to an official Games function or role.
- For workforce purposes, a 'Responsible Organisation' will either be LOCOG or one of its contractors (employers providing services for LOCOG at Games time such as catering and cleaning).
- The 'Responsible Organisation' submits the required data into an accreditation database which is then sent to the Home Office for security checks. A response is sent back to the accreditation database.

- If outcome is positive, the individual is then scheduled to attend the UDAC (Uniform Distribution & Accreditation Centre) to be issued with a uniform and accreditation card.
- If response is negative, the submitted data will be double checked for accuracy and resubmitted if any errors are found. If the original data submitted was correct, no further attempt at accreditation will be made.

What information will I need to provide for accreditation?

Right to work

- You must be eligible to work in the UK at the time of the Olympic and Paralympic Games which are being held from the 21st July to the 9th September 2012.
- If you require a UK work permit or visa this must be valid until the 9th of November 2012

Identification

- Photographic identification is required as part of the accreditation process. The same valid photographic ID used for the accreditation application must be used when attending the UDAC to collect a uniform and accreditation card.

Applicants will need to provide a valid identification document from the following appropriate Nationality grouping:

UK Nationals

Passport

UK Driving Licence (photo card and paper counterpart, provisional or full license accepted)

EEA Nationals

Passport

European Identity Card

Non EEA Nationals

Passport

Individuals will need to need to provide the following information:

- Full Name & any previous names
- Date of Birth
- Gender
- Place of birth
- Nationality
- Phone number & email (optional)
- ID documentation information
- Visa details (if applicable)
- Address history covering previous 3 years
- Declaration of any unspent convictions

In the past I have had a criminal conviction - does that mean I cannot apply for accreditation?

As part of the accreditation process, the Home Office in cooperation with other Government partners will conduct immigration, background and security checks, including a criminal history check, on all applicants to determine each applicant's suitability for accreditation. Among other things, a criminal history check will identify any adverse involvement with law enforcement agencies. Criminal conviction(s) will not automatically determine the outcome of an application. Any conviction will be assessed in terms of its seriousness, frequency and when it occurred. All applications will be considered on their own merits and with due regard to the Rehabilitation of Offenders Act.

I already have a CRB check from my existing employer / organisation, so do I need to have another security check done?

Yes. All people participating in the Games will be required to undergo a security check and all applicants are subject to the same process.

Accreditation timescales:

- Contractors will be able to submit accreditation applications for their Games time workforce from December 2011, and will be encouraged to submit candidates for accreditation as early as possible.
- From submission of data to receiving an outcome, the accreditation process may take up to six weeks. Thereafter, scheduling to the UDAC will be dependent upon the role and required start date.
- 100% of accreditation applications must be complete by April 21st 2012

