

## Safeguarding & Vetting Policy

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Churches Fire Security Ltd is committed to protecting all employees, suppliers and customers from abuse that may come from within this organisation. We are committed to following the correct procedures to reduce any threat of this occurring.

This policy applies to all members of staff engaged by the organisation. It is the responsibility of everyone working on behalf of Churches Fire Security Ltd to report any allegations of abuse.

The policy specifically covers all who may come into contact with children and/or adults whilst providing services on behalf of the company. These groups are covered by legislation relating to vulnerable groups within the community.

### Recruitment

Before the organisation can employ a candidate who will work on customer premises and that may come into contact with vulnerable groups, we will require the candidate to provide a satisfactory Enhanced Disclosure with a relevant barred list check. The purpose of this check is to confirm that the candidate is suitable to perform this work and is not barred from doing so.

Churches Fire Security Ltd will make any offer of employment to those that work on customer premises conditional upon satisfactory background checks, including satisfactory criminal record and barred list checks. The organisation reserves the right not to employ a candidate where these conditions are not satisfied.

### Employee Checks

Churches Fire Security Ltd completes an Enhanced Disclosure and Barring Check of those that may come into contact with Vulnerable Groups on offer of employment. It is company policy to complete a Barred List99 (POVA and POVC) check every three years on those that work with Vulnerable groups in the community.

Where an Enhanced Disclosure is in progress but has not been returned on commencement of employment any employee entering customer premises will have a Barred List99 Check (POVA and POVC) and clearance in line with Department of Education Safe Guarding Act.

Under the Data Protection Act 1998 the company are not legal allowed to pass the information contained within an individual's certificate to any third party. However, on request we will provide a DBS number and issue date.

If work either becomes regulated work, or if an employee is asked to perform work that is a regulated activity, the organisation will require the individual to provide a satisfactory Enhanced Disclosure with a relevant barred list check from Disclosure and Barring Service or Disclosure Scotland depending on area of residency. The purpose of this check is to confirm that the individual is suitable to perform this work and is not barred from doing so.

If an employee refuses to undertake these checks, or if a disclosure confirms that the individual has a relevant criminal conviction or has been placed on a relevant barred

list, the organisation will investigate the circumstances further and will fully consider the effect of this on continued employment.

The organisation reserves the right to dismiss an employee where continued employment cannot be supported.

If an employee is added to a barred list during employment, the organisation cannot legally allow the employee to continue to engage in a regulated activity.

The organisation reserves the right to dismiss an employee where continued employment cannot be supported.

It is the responsibility of all employees of Churches Fire Security Ltd to remain vigilant at all times, if any report of abuse is made to the company this must be reported to a Line Manager, Director or HR immediately.

Abuse is a violation of an individual's civil or human rights by another person. This can be a single act or multiple acts and it may occur in a variety of ways. Abuse of an individual may be verbal, physical or psychological. It may occur from a deliberate act or a failure to act.

Abuse may also occur when an individual is persuaded to do something that he or she has not consented to, or is unable to consent to, or where the individual is exploited by another person.

## **Employee Vetting Procedure**

All Churchesfire employees will be vetted for employment in line with statutory requirements and at the explicit needs of our customers. All vetting will be carried out with the up most discretion and information stored in line with the Data Protection Act 1998.

On commencing employment with the company technicians will be asked to complete the disclosure and barring security (DBS) process and a List99 Check. All checks will be carried out in line with the Rehabilitation of Offenders Act 1974. Employment is subject to satisfactory results in the vetting process.

List99 Checks and DBS checks are processed on a person's first day of employment with the company. List99 is returned within 48 hours and therefore no employee will ever attend a customer site without being List99 first. Due to the rigorous nature of the check, DBS checks can be slower in returning. No results returned to the company by the DBS checking service within six weeks of an employee's commencement with Churchesfire may see the employee being removed from working on customer premises until it is returned.

The employee must return all pages of any Disclosure Certificate to the Human Resources Department on receipt.

Employees will be DBS checked every three years. DBS certificate numbers and expiry dates are held on the employees identification card.

Other vetting that employees may be subject to are:

- Driving License Checking
- Previous Employment Checking
- Checks in line with BS 7858 Category B Clearance checking
- Right to work in the United Kingdom checks

Throughout an employee's contract they may be asked to take part in a vetting process for a customer with specific need. Some customers sites that are associated with Central Government, Ministry of Defense or deal with high value or sensitive data request a higher level of vetting.

It is the company's policy to complete vetting on employees to maintain the safeguarding of our customers and will only be completed where necessary.