

Safeguarding & Screening Policy

Within the day to day practices of Churches Fire & Security Ltd we understand that all of our employees undertake work in a secure environment, as the safety of people, goods and services, data and property is a requirement of the organisation's operations. Churches Fire and Security is committed to protecting all employees, suppliers and customers from abuse that may come from within this organisation. Therefore, the organisation undertakes pertinent background and secure screening to enable the organisation to make informed decisions regarding individuals suitability for the role.

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 or have access to customer sites and data whilst providing services on behalf of the company. These groups are covered by legislation relating to vulnerable groups within the community and relevant British Standards.

The screening controller (Human Resources Department) are supported by an outsourced BS 7858 accredited security screening company.

Any verifications of documents carried out by the Human Resources department will be carried out face to face (in person or via video call) to be able to visually confirm that the person who we're seeing is the person in the documents that we're verifying.

Recruitment

Before the organisation can employ a candidate, who will work on customer premises or have access to customer data and security systems or that may come into contact with vulnerable groups, we will require the candidate to provide a satisfactory Enhanced Disclosure and Barring 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.

Conditional employment may end where screening is not completed within a satisfactory time period, where the organisation is completing 5-year screening, this is considered to be 12 weeks after conditional employment has commenced. Where 10 -year screening, not later than 16 weeks after conditional employment has commenced.

Employee Checks

Churches Fire & Security Ltd completes security screening as a requirement under BS7858, in order to determine whether individuals are suitable to be employed in secure environment. All staff with access to customer sites or data undergo screening.

Enhanced Disclosure and Barring Check are completed on those that may come into contact with Vulnerable Groups. This screening is completed on offer of employment. The screening that is carried out on behalf of the company meets the requirements of BS 7858 and includes the global sanction list check.

Under the Data Protection Act 2018 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 risk assess and investigate the circumstances. Where a concern appears during the search the individual will be invited by the organisation to make representation about the concern.

Risk assessment will consider;

1. Customers
 - a. Physical Risk
 - b. Financial Risk
 - c. Risk to premises
 - d. Risk to personal information
2. Employees
 - a. Physical Risk
 - b. Financial Risk
 - c. Risk to personal information
3. Reputational Risk
 - a. Risk to the reputation of Churches Fire & Security from a press, public interest and financial perspective
4. Financial Risk
 - a. Risk to the financial security of Churches Fire & Security

The organisation 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.

Where an individual misrepresents or fails to disclose information during a screening process or throughout employment, Churches Fire Security Ltd. reserve the right to dismiss the employee.

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 reports of abuse to an individual or data are made to the company this must be reported to a Line Manager, Director or HR immediately.

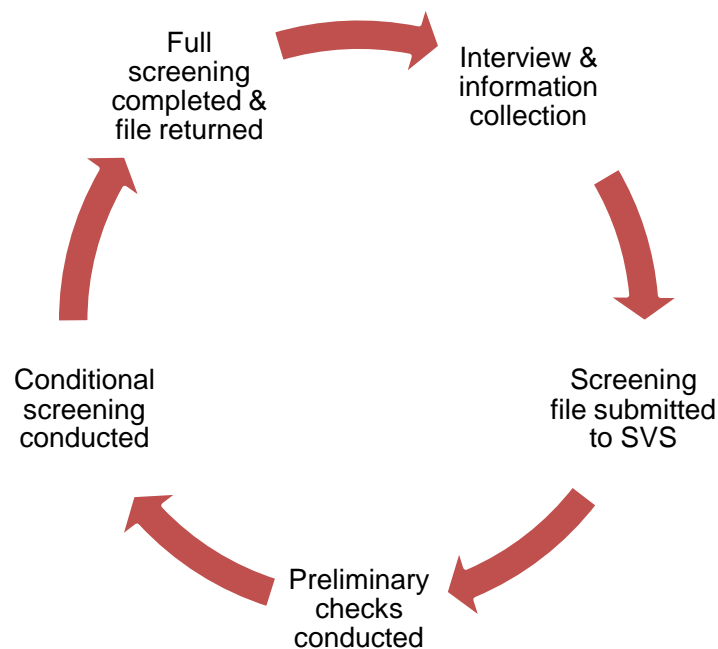
Abuse is a violation of an individual's civil or human rights by another person. This can be a single act or multiple acts and it may occur in a variety of ways. Abuse of an individual may be verbal, physical or psychological. It may occur from a deliberate act or a failure to act. Unlawful obtaining or use of data can be defined as knowingly or recklessly disclosing or retaining personal data and selling data or using data for advertisement purposes.

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 Screening Procedure

All Churches Fire and Security employees will be screened for employment in line with statutory requirements and at the explicit needs of our customers. All screening will be carried out with the up most discretion and information stored in line with the Data Protection Act 2018.

There are a number of different stages within the screening process that need to be completed to ensure that all the requirements of BS 7858 are met. Below is a high-level overview of how the general process works;



Where a candidate has been unsuccessful due to preliminary screening, the information will be held by the organization for 12 months and then disposed of. All files related to screened employees will be retained throughout employment and for seven years post-employment.

On commencing employment with the company technicians will be asked to complete BS7858 Security Screening where they service security systems.

All technicians will be required to complete a disclosure and barring security (DBS) screening due to their regular access to schools, hospitals, nurseries, children's homes. All checks will be carried out in line with the Rehabilitation of Offenders Act 1974, the Rehabilitation of Offenders (Scotland) Act 1974, the Rehabilitation of Offenders (Northern Ireland) Order 1978 and BE7858.

Employment is subject to satisfactory results in the screening process.

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 employee's identification card.

Other screening that employees may be subject to are:

- Right to work in the United Kingdom
- Driving License Checking
- Previous Employment Checking
- Education History
- Financial Judgements history including; details of bankruptcy, proceedings and court judgements and individual voluntary arrangements with creditors
- Checks in line with BS 7858 Category B Clearance checking

Throughout an employee's contract they may be asked to take part in a screening 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 screening.

Some customers may also have the requirement for an employee to have completed certain training courses with regards to safeguarding prior to attending site. We have access to safeguarding courses that the employee will be enrolled on when the need has been identified.

The Directors at Churches Fire & Security Ltd are committed to satisfying the recommendations of BS7858, the resources and infrastructure to support the relevant procedures has been provided and is regularly communicated with the organization. To that end, it is the company's policy to complete screening on employees to maintain the safeguarding of our customers and their premises and will only be completed where necessary.

Screened Employees

All employees that have been screened will carry a Churches identification card. In accordance with PD6662 the card will include the address and telephone number of Churches fire, the name of the employee, their signature, their picture, an expiry date and where appropriate a disclosure and barring number.