

Date	Author	Summary of change
17/10/2024	CARBOO	Summary if change table added

Safeguarding, Screening and Vetting Policy **Safeguarding Policy**

Churches Fire Security Ltd works to ensure that all members of society including vulnerable adults and children under 18 years of age, are protected, kept safe and treated with respect when encountering any colleagues, subcontractors or exposed to any of our work activities, and that all checks are completed to ensure we are only recruiting those of legal age to exclude the risk child labour from our organisation. Including having 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.

This policy applies to all members of staff engaged by the organisation including volunteers. Every person under this policy must ensure that they play an active role in ensuring that adults and children are properly safeguarded, and any allegation reported. Churches Fire will does not tolerate any exploitation and abuse by colleagues or associated personnel. Every person under this policy holds responsibility for:

- Remaining alert and aware of possible safeguarding risk to adults and children.
- Taking positive steps to maintain the safety and wellbeing of adults and children engaging with us as a company.
- Reporting concerns appropriately.
- Acting appropriately in the presence of vulnerable persons and children.

This policy does not cover:

- Sexual harassment in the workplace – this is dealt with under the Bullying and Harassment Policy.

What is safeguarding?

In the UK safeguarding means protecting people's health, wellbeing, and human rights, allowing them to live a life free from harm, abuse, and neglect. The company complies with all legal obligations placed upon it by the Safeguarding Vulnerable Groups Act 2006 (England and Wales) and the Protection of Vulnerable Groups (Scotland) Act 2007.

Risks to Adults and Children (Under 18 years of age)

Adults and children can be vulnerable to different form of abuse and harm. It is important to recognise that abuse and harm of adults and children can cover a wide range of circumstances and behaviours, these can be a single incident or something that occurs over a long period of time. For example, adults and children can be at risk of but not limited to:

- Physical or emotional abuse
- Neglect
- Sexual abuse including child sexual exploitation.
- Female genital mutilation (FGM)
- Grooming an exploitation
- Trafficking and modern slavery
- Exposed to/or infliction of domestic abuse.
- Bullying, cyber bullying and online abuse.
- Exposed to other inappropriate content or behaviour, such as violence or criminal behaviour
- Self-harm
- Physical harm when engaging with activities without adequate supervision.
- Historical abuse Adult Specific Safeguarding:
- Financial and materiel
- Radicalisation
- Institutional Abuse
- Self-neglect
- Discrimination

Recruitment

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.

Colleague Checks

Churches Fire & Security Ltd completes security screening as a requirement under BS7858, to determine whether individuals are suitable to be employed in secure environments. 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. Please see below for more details on colleague screening and vetting.

Reporting

Where any person has concerns regarding the safety and wellbeing of adults and children please report to your manager or senior manager with as much detail as possible. The manager will need to be informed of the names of people involved (if known), what type of abuse it is or may be occurring, dates and times this occurred. If an adult or child is in immediate risk, please call 999. Upon receipt of any safeguarding concerns, the manager will consult with any other relevant persons and make any appropriate referrals to the relevant authorities. Such as:

Children's Social Work Services (office hours 9am- 5pm)	0113 3760336
Children's Social Work Services – Emergency Duty Team (out of office hours, weekends and bank holidays)	0113 5350600
Local Authority Designated Officer (LADO)	0113 3789687
Adult Social Care (office hours 9am- 5pm)	0113 2224401
Adult Social Care Emergency Duty Team (out of office hours, weekends and bank holidays)	0113 3780644

Response to concerns

Churches Fire Security will respond to any safeguarding concerns and reports swiftly and seriously. If there is an accusation towards a colleague or representative of Churches, Churches will conduct an investigation. Evidence will be gathered, witness statements and footage where possible. During the investigation the accused will have the opportunity to respond. It may be necessary to suspend the colleague whilst the investigation is ongoing. If found that there is a breach of policy the appropriate disciplinary measure will be applied.

Confidentiality

It is important that confidentiality is maintained at all stages of the process in regard to safeguarding concerns. Information relating to concerns should be kept secure at all times and only shared on a need-to-know basis.

Churches Fire Security acknowledges that this process may be led by police and social services, and we will comply with all requests and procedures.

Training

Churches Fire Security will ensure all colleagues complete Modern Slavery and whistleblowing training. We are committed that all colleagues are trained inline with the current legislation to appropriate levels.

Screening & Vetting Policy

Within the day-to-day practices of Churches Fire & Security Ltd we understand that all our colleagues 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 colleagues, suppliers and customers from abuse that may come from within this organisation. Therefore, the organisation undertakes relevant background and secure screening to enable the organisation to make informed decisions regarding individuals' suitability for the role.

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 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 permanently, 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.

Colleague 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 environments. 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 a colleague 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 a colleague 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. Colleagues
 - 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 a colleague where continued employment cannot be supported.

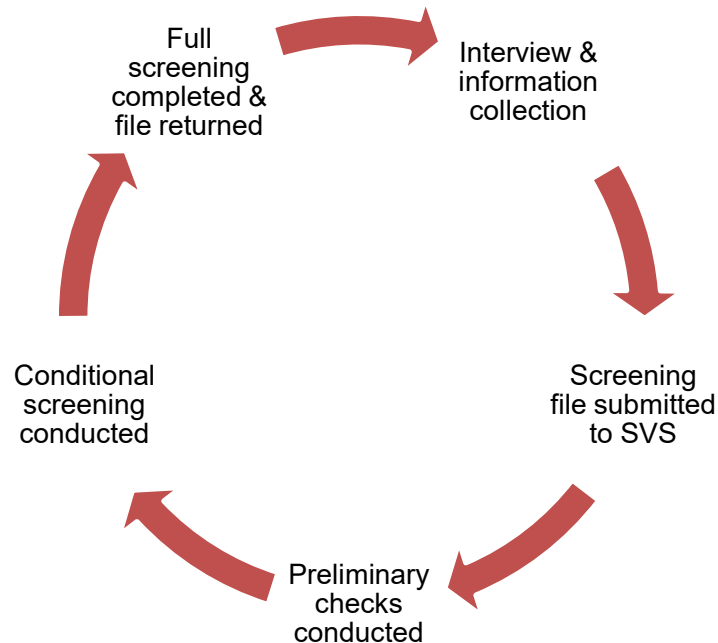
Where an individual misrepresents or fails to disclose information during a screening process or throughout employment, Churches Fire Security Ltd. reserve the right to dismiss the colleague.

If a colleague is added to a barred list during employment, the organisation cannot legally allow the colleague to continue to engage in a regulated activity. The organisation reserves the right to dismiss a colleague where continued employment cannot be supported.

Colleague Screening Procedure

All Churches Fire and Security colleagues 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 colleagues 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 colleagues must return all pages of any Disclosure Certificate to the Human Resources Department on receipt.

Colleagues will be DBS checked every three years. DBS certificate numbers and expiry dates are held on the colleague's identification card.

We would request that once you receive your DBS certificate that a copy is shared with HR, and you keep the original copy. Some sites/customers require seeing the original copy to complete works.

Other screening that colleague's 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

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 colleagues to maintain the safeguarding of our customers and their premises and will only be completed where necessary. The Directors themselves will undergo SIA screening as part of our ARC facility.

Right to work checks

Churches Fire have an obligation to ensure all colleagues have right to work in the United Kingdom, as stated in the Immigration, Asylum and Nationality Act 2006. Upon employment we will request to see the original copies of your right to work, failure to supply this may lead to termination of employment.

ID cards

All colleagues 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 colleague, their signature, their picture, an expiry date and where appropriate a disclosure and barring number. These are to be updated every 3 years.

Appendix C

Due to some of the sites that we work on and information the company has access to, we require colleagues to complete an Appendix C, this is a disclosure of convictions check actioned by the police. This will be issued at the beginning of employment.

Additional Colleague Vetting

Colleagues may be asked to take part in additional screening for a customer that has specific vetting requirements. Some customers sites are associated with Central Government or Ministry of Defense, for example, and require a higher level of screening due to dealing with high value and/or sensitive data.

