

1SC GUARDING LIMITED

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Aim

- Attract and select the best possible applicants for our vacancies
- Deter, identify and reject prospective applicants who are unsuitable for work within the Security sector
- Meet statutory requirements of British Standard 7858:2019 & Equality Act 2010
- Treat all applicants fairly and clearly.

Recruitment and Selection Procedures

At 1SC Guarding Limited we are vigilant in our recruitment process. We follow this procedure every time we recruit a new staff member to our company. Our policy for recruitment is in line with our Equality and Diversity policy which is always available on request.

[QM 19 Recruitment policy.doc](#)

Identification of recruiting panel

- We have a minimum of two people on our recruiting panel.
- At least one member of the panel will have attended training in line with British Standard 7858:2019.

Advertising

- We will advertise in local job centres (Government Gateway), newspapers and specialist journals within the Security Sector.

Job application pack / recruitment materials

- Any person enquiring about the post will be supplied with a job application pack which as a minimum, will include:
 - Job description and person specification
 - An application form
 - A copy of our recruitment and selection policy
- All applicants must complete, in full, an application form. CV's will not be accepted.

Short-listing

- Each candidate will be required to prove their identity as per the British Standard 7858:2019 (passport) and produce documents to prove they are eligible to reside and work in the UK.
- We select candidates only who pass our initial security test paper (pass mark 23)
- Candidates will be given a score for their tests
- We shortlist all candidates against the initial written tests and application form who can be vetted 3 years (36 months).
- We ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of their marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.

Interview stage

- Interviews will always be face to face.
- At the interview, candidates will be questioned about their experience and supporting background knowledge of security services and systems.
- Candidates will always be required
 - to explain all gaps in employment
 - to explain all anomalies or discrepancies in the information available
 - to declare any information that is likely to appear on a DBS disclosure

- Each candidate will receive communication from 1SC stating whether they have been successful or not.

EXAMPLE OF INTERVIEW QUESTIONS

During interview your suitability for the role you are applying for will be assessed based on your skills and experience. Below are some example questions you may be asked:

- Please provide all documents requested in initial email
- Describe your current / most recent security role
- Why did you leave / why are you leaving?
- What interests you about our role?
- Why are you interested in working for 1SC Guarding Ltd?
- What skills and experience do you have that would make you a great Security Officer?
- Tell me about a time when you successfully dealt with an angry member of the public
- Describe a situation where you have stuck to the rules even though others may not
- How do you stay motivated during quiet periods?

Employment checks

- 5 years security screening will be completed without exception, failing the screening will exclude applicants from employment and probationary periods will be terminated.

Security screening is to be carried out in accordance with the requirements of BS7858:2019 and this document. Each individual is required to assist with this exercise as necessary and fully.

Limited Screening

As per the Standard BS7858:2019 A 3-year period can be done prior to employment beginning provided the following is received:

- A: Employment Checks/Unemployment/ School whichever is applicable and covers 5 years. Can be obtained Orally
- B: SIA Licence Check via web is complete
- C: Financial Check is complete and acceptable
- D. Global watchlist check is complete and acceptable
- D: Passport is in date and has all necessary work permits were required
- E: Address Checks are accurate and complete

Induction

- For all new staff, a clearly written and structured induction programme is in place that includes training, shadowing and opportunities to read and discuss policies and procedures.
- The induction plan sets out what new staff members will cover before beginning work and throughout the 3-month induction period.
- All new staff will be allocated a mentor/supervisor who will introduce them to the way in which the setting operates.
- Throughout the induction period, all new staff members will have regular formal supervision 1:1 meeting with their supervisors and managers to discuss how it's going and identify any further training and development needs.
- No job applicant will receive less favourable treatment on grounds which are not related to the job, e.g., gender, race, age, disability, nationality, etc.

as an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), 1SC complies fully with the code of practice and undertakes to treat all applicants for positions fairly

1SC undertakes not to discriminate unfairly against any subject of a criminal record check based on a conviction or other information revealed

1SC can only ask an individual to provide details of convictions and cautions that 1SC are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)

1SC can only ask an individual about convictions and cautions that are not protected

1SC is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background

1SC has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process

1SC actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records

1SC select all candidates for interview based on their skills, qualifications and experience an application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position

1SC ensures that all those in 1SC who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences

1SC also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 at interview, or in a separate discussion, 1SC ensures that an open and measured discussion takes place about any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment

1SC makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request

1SC undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Signed *D Jones*

David Jones
Managing Director.