

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 7858:2012 & 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.

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 7858:2012.

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 7858:2012(passport) and also 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.

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 BS 7858:2012 and this document. Each individual is required to assist with this exercise as necessary and fully.

Limited Screening

As per the Standard BS7858:2012 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.

B: 1 Oral Personal Reference Check: Person must have knowledge of applicant and able to confirm whether anything is known adversely about the individual's suitability for the employment concerned.

C: SIA Licence Check via web is complete

D: Financial Check is complete and acceptable

E: Passport is in date and has all necessary work permits were required F:

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 meetings with their supervisors and managers to discuss how it's going and identify any further training and development needs.

Signed *D Jones*

David Jones, Managing Director.