



Oxon Security Home Counties UK Limited

Vetting Procedures

ver 01 January 2011



Introduction

All individuals applying for employment with Oxon Security Home Counties UK Ltd will undergo a thorough vetting procedure.

In accordance with legislation in England and Wales, all security operatives must be accredited by the Service Industry Authority (SIA) and for this reason much of the vetting will – indeed must – be undertaken by the SIA.

Vetting by Oxon Security Home Counties UK Ltd

All job applicants will be required to produce the following documents in support of their application:

- Photo identity (typically passport or official identity document in the case of a foreign national)
- Two recent utility bills to give proof of abode
- Driving licence
- Proof of possession of SIA licence

The definitive check of whether someone holds a valid SIA licence is not the licence itself but the Register of Licence Holders; there is also a Register of Revoked and Suspended Licences. Both registers are available 24 hours a day on the SIA website. Oxon Security use both registers regularly to protect their customers, their reputation and to help reduce their own liability.

Oxon Security will not carry out “right to work checks” since these (from 2007) these form part of the SIA vetting process when issuing Licences. However it is understood that the ultimate responsibility regarding right to work rests with Oxon Security as the employer.

All applicants with existing experience in the security industry will be required to provide at least two references of which one must be from a recent employer and one from a client having direct experience of working with that operative.

Oxon Security will contact at least two of the referees mentioned in order to check these references / credentials.

Vetting by SIA

SIA undertakes considerable vetting leading to the issue of Licences.

Amongst the vetting processes undertaken by SIA are:

Right to Work

Since July 2007, SIA has worked with the UK Border Agency (UKBA) to check the right to work in the United Kingdom of all SIA licence applicants who are non-EEA nationals.



SIA also checks the right to work of SIA licence holders from outside the EEA (i.e. individuals who have met SIA licensing criteria and have been granted a licence). Where the **recorded** right to work of a licence holder expires before their SIA licence, a further check is undertaken with the UKBA.

If the results of these checks suggest that the individual's right to work has expired, SIA will write to inform them of their intention to revoke their SIA licence(s) unless they can demonstrate a renewed right to work. They have 21 days to provide this evidence. If SIA does not receive a response within the 21 days the decision to revoke their licence will automatically take effect

Criminal Record Checks

SIA will always carry out a criminal record check on anyone who applies for a licence. If that individual has a criminal record, it does not necessarily mean that they will not get a licence. However, if the individual has any convictions, warnings, cautions, absolute / conditional discharges, admonishments or charges awaiting trial for offences SIA will make a decision according to:

- Whether the offences are included in the lists of SIA defined offences
- The classification of seriousness of the offences (SIA produces lists that classify offences according to degrees of seriousness)
- The actual sentence or disposal given to the applicant for the offence

Access to a person's criminal record is usually restricted under the provisions of the Rehabilitation of Offenders Act 1974. However, as it is in the public interest for the SIA to have full disclosure of a person's criminal record in order to assess their suitability for a licence, the SIA is exempt from this restriction and are allowed full access to the applicants criminal record. We are able to consider all offences on record including spent convictions.

Additional Training

SIA recognises that everyone working in the private security industry has the right skills and knowledge to do their job well and safely. For this reason – in order to receive an SIA Licence - it will be necessary for security operatives to obtain a recognised qualification by taking a training course and passing an exam in order to get a front line licence in the following sectors:

- Cash and Valuables in Transit
- Close Protection
- Door Supervision
- Public Space Surveillance CCTV
- Security Guard
- Vehicle Immobilisers (In England and Wales)

Date: 4th January 2011

Signed: 

For and on behalf of Oxon Security Home Counties UK Ltd