



Security.Improved

Dated: **20th October 2006**

To: **All NSI Approved Companies and Applicants where Security Screening to BS 7858 is referenced as part of the scheme criteria**

TECHNICAL BULLETIN No. 0003

Guidance on the implementation of BS 7858:2006, the British Standard Code of Practice for Security screening of individuals employed in a security environment (Supersedes BS 7858:2004)

The latest version of BS 7858 shows a publication date of August 2006 but the Foreword references 1st January 2007 as the date the new Standard is intended to come into effect. It is now available through licensed outlets including NSI who can supply copies at a discounted rate.

BS 7858:2006 will now be applied to all organisations that wish to obtain or maintain NSI Approval for any scheme that includes in the referenced criteria: 'Compliance with BS7858 for security screening of individuals employed in a security environment'. Even though BS 7858:2006 shows an effective date of 1st January 2007, organisations may elect to apply the 2006 edition with immediate effect, subject to the additional clarifications and guidance within this Technical Bulletin.

With immediate effect applicant organisations will be assessed against the 2006 Edition and any non-compliance recorded against clauses of the Standard will have to be satisfactorily addressed before approval can be granted.

Existing NSI Approved Organisations will however be given until 30th June 2007 to fully comply with the revised requirements. In the interim, Non-Compliance Reports will be issued for any of the revised requirements within BS 7858:2006 that are not fully satisfied and Certification to the 2004 edition of BS 7858 may continue up to the 30th June 2007. Failure to satisfactorily address any non-compliances against the 2006 edition by the 30th June 2007 will then impact upon the on-going approval decision.

NSI Technical Bulletin No. 0003
Guidance on the implementation of BS 7858:2006 the British Standard Code of Practice for
Security screening of individuals employed in a security environment.

Where BS 7858 is specifically itemised on existing NSI Certificates of Approval it will only be updated to reference the 2006 edition, when compliance to the same has been demonstrated on an NSI visit.

NOTE REGARDING THE STATUS OF BS 7858:2006: Although issued as a Code of Practice by the British Standards Institution, it is important to note that compliance with the recommendations given is regarded as mandatory for all organisations wishing to maintain an NSI approval; subject to any additional clarifications and guidance included within this Technical Bulletin or issued subsequently. *The recommendations given in BS 7858:2006 should therefore be regarded as requirements of the appropriate NSI approval schemes.*

SUMMARY OF KEY CHANGES
(Highlighted under the clauses of the new Standard)

Comments under each clause consist of a summary of the changes when compared with the corresponding clause within BS 7858:2004.

Where the actual wording is quoted it is reproduced in bold text.

Where it is considered relevant to further clarify the specified requirement, additional guidance is included in italics.

It is not, however, the intent of NSI to only impose its own recommended methods of compliance with specified requirements and NSI will give full consideration to any alternative methods of achieving compliance with specified requirements.

COMMITTEE RESPONSIBLE FOR THE STANDARD

Relevant stakeholders in the Security Industry, including NSI, continue to be represented on the BSI Technical Subcommittee GW/3/-/9, Security screening, that prepared the Standard, under the authority of Technical Committee GW/3 for Manned security services. It however needs to be understood that it is a consensus of opinion that prevails on any British Standards Committee and as a consequence it is sometimes necessary for NSI to invoke additional requirements or provide further clarification in order to ensure that the Standard is sufficiently robust for Certification purposes.

FOREWORD

The Foreword now records that ‘**the revision takes account of the Private Security Industry Act 2001. The Act requires that any person engaged in licensable activities, as designated in the Act, be licensed in accordance with the Act. It is an offence to engage in licensable conduct when not in possession of the appropriate licence. This edition (2006) introduces criminality checks if the activity undertaken is not licensable, requires organisations to combat identity theft and fraud, introduces credit reference checking, and addresses the increasing frequency with which employees change jobs’.**

NSI Technical Bulletin No. 0003
Guidance on the implementation of BS 7858:2006 the British Standard Code of Practice for
Security screening of individuals employed in a security environment.

For employees carrying out licensable activities it is accepted that the issue of the SIA Individual Licence is positive proof that a satisfactory criminality check has been completed. However not all security companies undertake licensable activities and even in an organisation carrying out licensable activities it is likely that there will be a number of staff who do not need to have an SIA Licence as they are not directly carrying out or managing a licensable activity but they may in terms of BS 7858 be still in 'relevant employment' (see definition 2.5). For example a security screening officer has access to personal data, which if subject to improper use could result in a security risk and an administrative manager may have access to information, the improper use of which could involve the organisation, its clients or other stakeholders, in a security risk. It is therefore a feature of BS 7858 and NSI Schemes that such individuals are subject to security screening that now includes a criminality check.

1. SCOPE

No change.

2. TERMS AND DEFINITIONS

2.7 Security screening period

The definition previously referenced a period of not less than 10 years immediately prior to the commencement of relevant employment, or back to the date of ceasing full-time secondary education, whereas it now states the "**period of years immediately prior to the commencement of relevant employment or transfer to relevant employment, or back to the age of 12 if this date is more recent**".

The removal of the number of years security screening from the definition recognises that the minimum period has gone down from 10 years to 5 years (see clause 3.6 and 4.7d) and the fact that some sectors of the Security Industry will continue to work to the 10 year requirement e.g. a proposed amendment to BS 7872 for Cash-in-transit services (collection and delivery) seeks to incorporate a minimum requirement of 10 years and there appears to be some support for also retaining a minimum of 10 years in the systems sector of the Security Industry. Therefore until advised to the contrary organisations wishing to maintain an NSI Approval to BS 7872, shall continue to security screen for the 10 year period, and it is recommended that NACOSS Gold, ARC Gold and Systems Silver approved organisations should retain the ten year period (as explained in the NSI Circular Letters : 02/06 for all NSI Approved Security Systems Installers, Approved ARC's, Applicant Security Systems Installers, and Applicant ARC's and 02/06A for All NSI Approved Guarding and Cash Services Companies and Applicant Guarding and Cash Services Companies).

The other significant change is that for school leavers the period can now go back to the age of 12 years, whereas before it was back to the date of ceasing full-time secondary education.

3. GENERAL

3.2 The clause has been updated to include an alternative to the valid work permit i.e. the '**accession state worker registration card, within the timescales required by law**' and there is an updated reference for the appropriate legislation i.e. '**The Immigration (Restrictions on Employment) Order 2004**'.

3.6 A new clause reducing the **security screening period to not less than 5 years** but making it clear that **organisations should lengthen the security screening period to cater for:**

- a) contractual or legislative considerations;**
- b) specific Industry Standards** e.g. a proposed amendment to BS 7872 Cash-in-transit is already circulating to retain a minimum period of 10 years for this specialist sector and at the time of going to print with this Technical Bulletin it seems likely that proposals will be brought forward to retain the minimum period of 10 years on the security systems side. *It is therefore recommended that for the moment organisations approved under any NSI Scheme on the Security Systems side consider retaining a ten year minimum security screening period.*

3.7 No change to the requirement detailed under the original clause 3.6 except for the inclusion of a second sentence stating that '**Employees already screened to previous editions of this Standard need not be re-screened**'.

4. SECURITY SCREENING PROCESS

4.1 General

The following requirement has been added with respect to the opening paragraph on the use of personal data: '**The organisation should inform individuals being screened that their personal data will be used for the purposes of security screening and that any documents presented to establish identity and proof of residence may be checked using an ultra violet scanner or other method to deter identity theft and fraud. The organisation should also inform the individual that any original identity documents that appear to be forgeries will be reported to the relevant authority**'.

Two notes have then been added, one, which references where examples of authentic documents can be found and the other where information relating to the prevention of illegal working can also be found.

The prime requirement is that it is made clear to individuals being screened that the information submitted will be subject to close scrutiny to deter identity fraud and theft and that such scrutiny can include ultra violet scanning of documents and checks with the issuing authority to verify that the document presented has been officially issued. Such awareness in itself may deter individuals from presenting false documentation,

NSI Technical Bulletin No. 0003
Guidance on the implementation of BS 7858:2006 the British Standard Code of Practice for
Security screening of individuals employed in a security environment.

particularly when it is stressed that documents that appear to be forgeries will be reported to the appropriate authority.

NSI is not making it mandatory for all approved or applicant organisations to purchase and utilise an ultra violet scanner but recommends that the same is utilised for checking documents that may contain a watermark or security mark, as such features are often more apparent when viewed under ultra violet light conditions. However NSI requires approved organisations to incorporate within their security screening processes/procedures appropriate detail on the checking of documents and the steps to be taken when items appear to be a forgery. In particular all documents submitted as proof of identity, age, current address, qualifications and training should be closely examined under normal or ultra violet light and if there is any doubt the issuing authority should be contacted e.g. Passports – UK Passport Service on www.passport.gov.uk. Driving licences – Driver and Vehicle Licensing Agency on www.dvla.gov.uk.

It is recommended that NSI approved organisations maintain a file of specimen copies of documents marked up to show the main features that may indicate whether it is a genuine or forged document (where practicable).

With respect to SIA Licences, if the individual being security screened is already in possession of an SIA Licence then organisations carrying out the security screening shall verify that the licence is authentic by accessing the SIA's web site on www.the-sia.org.uk and carrying out a search under their Register of Licence Holders, which is relatively easy to do.

Organisations who wish to purchase an ultra violet scanner may find it useful to search on the internet under key words; the best results seem to come up when inputting “ultra violet scanners for detecting forged documents”.

The Standard also advocates a whistle blowing policy and NSI expects to see evidence that the appropriate authority has been advised or consulted when a document is seen which appears to have been forged.

4.2 Screening file

No change.

4.3 Provision of information

Additional text has been added to the opening paragraph to require the applicant to **sign the application form declaration (see Annex B, Form 5).**

In most cases this can be incorporated as part of the complete application form but it can be presented as a separate document particularly in cases where there has been a significant print-run of the standard application form and there is stock to be utilised before a modified document is produced.

NSI Technical Bulletin No. 0003
Guidance on the implementation of BS 7858:2006 the British Standard Code of Practice for
Security screening of individuals employed in a security environment.

4.3a) A new clause requiring the individuals to provide '**Proof of identity and address of residence; the documents that should be presented are listed on the SIA website (<http://www.the-sia.org.uk/>) and conform to the SIA requirements for licensing.**

The presentation of a valid and current SIA licence satisfies this recommendation, and copies of the documents should be retained in the screening file'.

The requirements here are biased towards the requirements for individual SIA licensing but are still relevant for individuals who currently do not need to be licensed but still need a criminal record check and require security screening in accordance with BS 7858:2006. The key requirements are to produce documents that confirm identity, age, current address, training and qualifications. At least one of the documents should contain a recent photograph of the individual e.g. passport, driving licence etc. In the event that the individual does not have any relevant official documents that incorporate a photograph, then a passport sized photograph shall be produced that has been counter-signed on the back by a suitable person e.g. accountant, councillor, justice of the Peace, Minister of recognised religion, Nurse, Pharmacist, Police Officer, Social Worker etc (for complete list see the SIA Web-site).

4.3c) This clause is a combination of the old 4.3b and 4.5, slightly reworded to give more clarity to the requirements for character referees and stress that '**character references should not be obtained from relatives of and/or persons residing at the same address as the individual being security screened**'.

To avoid any doubt the referees should not be relatives of the individual being security screened even if they do not live at the same address as the individual being security screened. The intent is to obtain unbiased references and for this reason the requirement for confirming the nature of the relationship with the individual being security screened is retained. NSI has previously seen instances where it was apparent that the character referee is a long term boyfriend/girlfriend/partner where both parties still maintain their own accommodation address. Such a referee should not normally be accepted as there is increased risk that an unbiased reference may not be given.

4.3d) The old clause 4.3c is now qualified to show the declarations on cautions, convictions etc, '**are subject to the provisions of the Rehabilitation of Offenders Act 1974 (See Annex A)**'.

4.3g) Note 2 of the previous clause 4.3f referred to written permission but now simply states that '**If necessary, individuals may be reassured that a current employer will not be contacted until permission from the individual is obtained**'.

Although in principle it can now be argued that oral permission can be given, this must place the organisation carrying out the security screening at risk, particularly if the existing employer terminates employment when he discovers that the individual is seeking alternative employment. It is therefore still strongly recommended that the application forms (or alternative document) still incorporate provision for the individual to indicate whether or not the current employer can be contacted prior to offer of employment

NSI Technical Bulletin No. 0003
Guidance on the implementation of BS 7858:2006 the British Standard Code of Practice for
Security screening of individuals employed in a security environment.

4.3 The previous note to clause 4.5 has been moved and now appears (very slightly reworded) at the end of the clause 4.3, which states that '**effective screening is dependent upon those having knowledge of the individual being screened supplying information and references. It is hoped that individuals and organisations will cooperate in supplying information and references when requested to do so, unless there are good and substantial reasons for not doing so**'.

The extent of the information supplied can be dependent upon Company Policy but as an absolute minimum should include dates of employment and positions held.

4.4 Continuous record of career and history

It is now clearly stated that there should be **no unverified periods greater than 28 days**. The requirement to enquire whether former employers would re-employ is retained but is now moved to 4.5 a) iii.

4.5 Verification of information

The previous clause on character references has been removed and clause 4.5 now replaces the previous clause 4.6 on verification of information. Minor changes have also been made to the individual sub clauses as follows:

4.5a) The reference to the length of the security screening process is now removed to cater for the fact that some organisations and sectors of the Security Industry may wish to retain the 10 year period and not reduce to a minimum of 5 years. Also the requirements; to enquire as to the reasons for leaving previous employers, request whether anything is known about the individual that would reflect adversely upon their suitability for employment, and enquire whether former employers would re-employ, are all now incorporated under this clause.

4.5e) A period where the record of career and history is incomplete is now referred to as an "incomplete period", where there is a gap. Also the flow through the document has been improved by incorporating the previous clause 4.6 on incomplete record of career and history and it is now clear that two character referees must be utilised to verify any incomplete periods in the career and history.

4.5f) This clause replaces the previous clause 6.3 on Statutory Declarations but now allows the qualified use of the Statutory Declaration within the most recent 5 years when the security screening process, in accordance with clause 4 cannot be demonstrably completed. The two qualifications regarding its use are that it should only be used to cover:

(i) **one incomplete period of no more than 6 months in the most recent 5 years of the security screening period, and**

(ii) an incomplete period or periods not exceeding 6 months in total in any 5 year period in the preceding years where screening is undertaken for a period longer than 5 years.

In other words during the minimum 5 year security screening period, the Statutory Declaration can only be utilised for one incomplete period of up to six months but in sectors or organisations where the 10 year screening is retained it can also be utilised for one or more periods not exceeding 6 months in total, in the 5 to 10 year period.

4.6 References

This section replaces the previous clause 5, much of which is now incorporated within clause 4.7 'Conditions for commencement of provisional employment'. Consequently clause 4.6 is now mainly utilised to stress that **'Evidence in writing from referees should be obtained. The security screening process should not be regarded as complete until this has been received'**.

4.7 Conditions for commencement of provisional employment

The list of items to be completed before an offer of provisional employment can be made has been expanded to include a check on the financial history of the individual (see clause 4.7h) and to require a disclosure of convictions record check to be obtained (see clause 4.7i).

4.7b) A specific requirement to have a '**signed application form declaration**' is incorporated'.

The signed application form and/or other referenced documents should cover all of the relevant items required under 4.3 'Provision of information'.

4.7d) This clause previously incorporated provision to verify (where relevant), back to the date of ceasing full-time secondary education. The requirement is now to go **back to the age of 12 if this date is more recent than the date for the minimum period of 5 years immediately prior to the date of application**.

The change mainly applies to those who have recently left school and in some instances an educational reference will now be required for the whole of the secondary period of education.

The Note to clause 4.7 d now omits reference to the 16 week screening period which is retained where 10 year screening is maintained and cross references clause 4.8 which makes it clear that **'where only the minimum 5 year screening is carried out then security screening must be completed within 12 weeks after provisional employment has commenced'**.

NSI Technical Bulletin No. 0003
Guidance on the implementation of BS 7858:2006 the British Standard Code of Practice for
Security screening of individuals employed in a security environment.

4.7f) This is based upon the old clause e) which has been amended to incorporate much of the clause 5 references.

4.7h) A new clause to introduce a check on the individual's financial history i.e. **the organisation should establish by direct reference through a recognised credit reference bureau or agent the individual's financial history. The search should include public record information and as a minimum:**

- i) postal address links that should also be searched;**
- ii) county court judgments (CCJ);**
- iii) bankruptcy orders;**
- iv) aliases;**
- v) date of birth;**
- vi) electoral register.**

Where a concern appears during the consumer information search on an individual, such as an indication that the individual would be unlikely to resist the opportunity for illicit personal gain, the individual should be invited by the organisation to make representation about the concern. Where the organisation is satisfied with the individual's representation and the organisation wishes to provisionally employ the individual, then the following should apply:

- 1) Where the single or multiple CCJ's are in excess of £5,000 (whether satisfied or not) an executive of the organisation, having reviewed the document, signs to accept the risk.**
- 2) Where the individual is a current bankrupt an executive of the organisation, having reviewed the document, signs to accept the risk.**
- 3) Where the individual is a director of another organisation an executive of the employing organisation, having reviewed the documentation, signs to accept the risk.**

Note: The organisation may wish to agree executive acceptance of risk procedures on a block or on an individual basis with their efficacy insurers.

Where areas of concern have been identified as a result of the search on the individual's financial history then if the recruitment of the individual is to go ahead the risk must be seen to have been accepted at the executive management level and it should be clear that individual cases are covered under the organisation's insurance.

The reports available through recognised credit reference bureaux will often include detailed information on the individual's payment history on for example credit cards e.g. it may show a late payment history. Organisations are reminded that the BS 7858 requirement focuses more on county court judgements and bankruptcy orders and care must be taken in drawing too many conclusions from any credit card information, particularly if there is no other history that could cause concerns to be raised.

NSI Technical Bulletin No. 0003
Guidance on the implementation of BS 7858:2006 the British Standard Code of Practice for
Security screening of individuals employed in a security environment.

4.7i A new clause which states that ‘**where the individual is employed in a position that does not require an SIA licence, then a police disclosure of convictions record check, for those working under the ACPO security systems policy, or disclosure from the CRB or Disclosure Scotland should be obtained.**

Under no circumstances should provisional employment commence until limited security screening as identified above has been completed. During the period of provisional employment, the individual should be classed as employed, subject to satisfactory completion of security screening’.

NOTE: Where an individual is employed in a position that is likely to bring them into contact with children or vulnerable adults, e.g. working in an occupied hospital or school, a higher level of disclosure might be necessary’.

The police check mentioned above means the checking procedure set out in Appendix C to the ACPO Security Systems Policy, and called up in Section 4.1 (b) of the body of that policy. This checking system relates to security system companies in England, Wales and Northern Ireland. (It should be noted however that not all Police Forces in England operate the Appendix C system).

If an individual is employed in a position that does not require an SIA licence, in circumstances such that an ACPO Appendix C check cannot be obtained, then it will be necessary for a Disclosure to be obtained from the Criminal Records Bureau or from Disclosure Scotland (an arm of the Scottish Criminal Record Office).

Examples of cases where a Disclosure from the Criminal Records Bureau or from Disclosure Scotland may be needed are:-

- *Individual working in a manned security services company where the nature of the company's work is such that the company's personnel do not engage in licensable activities.*
- *Individual working in a manned security services company where the company's work does involve personnel engaging in licensable activities, but the particular individual does not himself/herself engage in licensable activities (and is not a manager of individuals engaged in licensable activities).*
- *Individual working in a security systems company operating in Scotland.*
- *Individual working in a security systems company operating in England but the company is unable to obtain an Appendix C check because the company works solely within the Police Area of a Police Force that has not adopted Appendix C to the ACPO Policy (and no neighbouring Police Force is willing to provide the Appendix C police check).*

NSI Technical Bulletin No. 0003
Guidance on the implementation of BS 7858:2006 the British Standard Code of Practice for
Security screening of individuals employed in a security environment.

- *Individual working in a security systems company which does not undertake work within the scope of the ACPO security systems policy.*
- *Individual working in a security systems company but the company is unable to obtain an Appendix C check because the individual is not a Principal of the company and is not employed in a role or position relating to the surveying, sale, installation or maintenance of security systems.*

Further information concerning Disclosures is given as Appendix A to this NSI technical bulletin.

4.8 Period allowed for completion of security screening

This clause has been amended such that there are two different requirements dependent upon the period of security screening i.e. where 10 years is still carried out the security screening shall still be completed not later than 16 weeks after provisional employment has commenced. However where the minimum 5 year security screening is carried out, then the whole of the security screening shall be completed not later than 12 weeks after provisional employment has commenced.

4.9 review of the screening process

No significant change other than to delete the 16 week period in light of the changes to clause 4.8 above.

5 ANCILLARY STAFF

No change to the requirements previously included as clause 7.

6 ACQUISITIONS AND TRANSFERS

No change to the requirements previously included as clause 8 other than to delete the 16 week reference.

7 CONTRACTORS AND SUBCONTRACTORS

This clause has been re-titled and expanded to make it clear that, **‘before allowing individuals from a contractor or subcontractor to be engaged in relevant employment, the organisation should either:**

- a) **ensure that the contractor or subcontractor has security screened such individuals in accordance with the recommendations given in this Standard; or**

b) directly security screen all of the contracted personnel likely to be involved, including relevant management'.

Organisations utilising contractors/subcontractors should ensure that the contractual agreement for the services includes a suitable clause that requires the contractor/subcontractor to only deploy suitably security screened and where appropriate SIA Licensed individuals. Audits should then be conducted to verify the contracted requirements are satisfied. (Front-line Licensed individuals are required to display their SIA Licence and the SIA web-site has facility for checking the validity of licences issued. Non-front line licences for management personnel etc are only issued in the form of a letter and do not need to be displayed).

8 INDIVIDUALS EMPLOYED IN SECURITY SCREENING

8.1 General

No change to the requirements.

8.2 Training

The training for individuals regularly employed in interviewing and security screening should now also include awareness of the SIA's licensing requirements.

8.3 Outsourced security screening

No change except that the previous title was 'subcontracted security screening'.

9 RECORDS

9.1 General

No significant change to the requirements to maintain appropriate records for each individual subject to security screening, other than to update the references for storage of electronic data, delete the references to Qualified Sign-off and reference the executive acceptance of risk (see 4.7h).

9.2 Cessation of employment

No significant change other than to replace item i) the Qualified Sign-off with the Executive acceptance of Risk and cross reference a form 7 as an example of a form that could be utilised to satisfy the requirement.

NSI Technical Bulletin No. 0003
Guidance on the implementation of BS 7858:2006 the British Standard Code of Practice for
Security screening of individuals employed in a security environment.

9.3 Security of the screening data

No significant change to the requirements for storage of security screening data that was previously addressed under the heading of ‘working practices’ (clause 11.3).

9.4 Model Forms

The old form for Qualified sign-off has been removed and a new one referenced for ‘executive acceptance of risk’.

Annex A Information regarding Rehabilitation of Offenders Act 1974

No significant change to the four clauses, other than to replace under A.2 the reference to ‘young people’ with ‘children or vulnerable adults’.

The first table showing the periods of rehabilitation is now split into two categories i.e. for those aged 18 or over when convicted and those age 17 or under when convicted.

The significance of the split requirement is that for prison sentences and fines the rehabilitation period for those aged 17 or under is half that for those aged 18 and over when convicted.

MODEL FORMS

Form 1 ORAL ENQUIRY – PREVIOUS EMPLOYER

No change noted.

Although the form is generally designed to capture the essential information, NSI encourage organisations to always record not only the name of the contact supplying the information but their role or job title.

Form 2 ORAL ENQUIRY – OTHER THAN PREVIOUS EMPLOYER

No change noted.

On the index to the forms this one is referenced as suitable for character references. However it has not been modified since the previous issue of the Standard and still does not ask the referee to confirm the nature of their relationship with the individual or detail the length of time they have known the individual. NSI approved or applicant organisations are expected to capture such information.

Form 3 REQUEST FOR CONFIRMATION OF INFORMATION GIVEN ORALLY

No change noted.

NSI Technical Bulletin No. 0003
Guidance on the implementation of BS 7858:2006 the British Standard Code of Practice for
Security screening of individuals employed in a security environment.

Use of this form is only to confirm information previously given orally and recorded on forms 1 and 2. In light of the fact that many organisations are increasingly reluctant to supply details over the telephone it needs to be stressed that there is no necessity to utilise forms 1 to 3 if there is sufficient time to proceed to written communications despatched by surface mail or fax. Although no such example forms are included in the Standard, organisations should develop their own by suitably tailoring the oral forms and adding the additional required questions e.g. for the character reference the nature of relationship, confirmation of how long they have known the applicant etc.

Form 4 VERIFICATION PROGRESS SHEET

The form has been updated such that it references the 12 or 16 week screening period and additional items have been added to the list of verification documents.

Although the form addresses the requirements it is noted that it only has provision for recording the date each request has been sent and organisations should consider incorporating provision to record repeat requests or chase up letters for relevant information. If evidence of any follow-up is not recorded on the form, alternative evidence will be required by NSI to show that organisations do not for example send out the requests in week one and then sit back until the 12 or 16 weeks are up and process the lack of response as a gap.

Form 5 PERSONAL REFERENCE AND EMPLOYMENT VERIFICATION

The form has been updated/expanded in order to fully demonstrate that the employee has given permission for all the necessary searches and also to facilitate the employee's understanding of the process and the way the information received will be utilised

Form 6 STATUTORY DECLARATION

No significant change.

Form 7 EXECUTIVE ACCEPTANCE OF RISK

Qualified sign-off has been removed from the Standard and consequently the old form 7 for Qualified sign-off has been removed and replaced by a new form 7 for 'Executive Acceptance of Risk'.

NSI Technical Bulletin No. 0003
Guidance on the implementation of BS 7858:2006 the British Standard Code of Practice for
Security screening of individuals employed in a security environment.

Appendix A

***Further Information
Concerning CRB (and Disclosure Scotland) Disclosures***

There are three levels of Disclosure, viz Basic Disclosure, Standard Disclosure, and Enhanced Disclosure.

BS 7858 does not specify which level of Disclosure should be obtained, but the NOTE at the end of 4.7i) indicates that one of the higher levels of Disclosure may be necessary in certain circumstances, depending on the type of work/contracts. Organisations should consider the NOTE and also of course the applicable legislation and codes of practice, when deciding which level of Disclosure is appropriate to a particular position.

Standard Disclosure applications and Enhanced Disclosure applications are made by the employing organisation, through a registered umbrella body, (or alternatively the employing organisation can become a registered body in its own right). In the case of a Basic Disclosure, however, it is the individual himself/herself who makes application direct.

It should be noted that the CRB is not yet accepting applications for Basic Disclosures. At this time therefore all Basic Disclosure applications need to be made through Disclosure Scotland.

Anyone can apply for a Basic Disclosure in respect of himself/herself. This type of Disclosure is only issued to the applicant. A Basic Disclosure will contain details of convictions held in central police records which are not "spent" under the terms of the Rehabilitation of Offenders Act, or will state if there are no such convictions. A Basic Disclosure gives no information about "spent" convictions.

Standard Disclosures give details of "spent" and "unspent" convictions, as well as cautions, reprimands and warnings, recorded by the police centrally. Therefore, Standard Disclosures are available only in respect of positions and professions within the terms of the Exceptions Order under the Rehabilitation of Offenders Act.

If the individual is applying (and is declared as applying) for a position working with children, the Standard Disclosure will also reveal whether the individual is barred from working with children by virtue of his/her inclusion on lists of those considered unsuitable to work with children maintained by the Department for Education and Skills and the Department of Health. If the individual is declared as applying for a position working with vulnerable adults, a Standard Disclosure will also reveal whether a person is barred from working with vulnerable adults by virtue of his/her inclusion on a list of those considered unsuitable to work with such people to be held by the Department of Health.

The main categories of occupations/work for which a Standard Disclosure may be obtained are:-

- *those involving regular contact with children*

NSI Technical Bulletin No. 0003
Guidance on the implementation of BS 7858:2006 the British Standard Code of Practice for
Security screening of individuals employed in a security environment.

- *those involving regular contact with vulnerable adults*
- *those involved in the administration of law*
- *those applying for firearms; explosives and gaming licences*
- *professional groups in health, pharmacy, law and accountancy*
- *senior managers in banking and financial services*

An Enhanced Disclosure gives the same details as a Standard Disclosure. It may also contain certain non-conviction information. An Enhanced Disclosure is available in respect of principally those involved in regularly caring for, training, supervising or being in sole charge of those aged under 18, or of vulnerable adults, and certain other matters including certain purposes in relation to gaming and lotteries and adoption and fostering.

Attention is drawn to the CRB's code of practice (5 pages) and explanatory guide (15 pages) for registered bodies and other recipients of Disclosure Information (see www.crb.gov.uk), and also to the Disclosure Scotland website (www.disclosurescotland.co.uk).