

Personnel Screening Policy and Protection of Vulnerable Adults Policy

Screening Employees at Recruitment Stage

Successful job applicant screening and verification is a routine policy at ICT Reverse which helps to minimise risks from theft, fraud, and misuse of facilities. All job applicants at ICT Reverse are subject to screening and verification checks, particularly new recruits who may require access to sensitive data.

The ICT Reverse screening policy for applicants of permanent employment is:

- all potential permanent employees must be screened in accordance with the ICT Reverse policy for screening job applicants as outlined in this policy;
- responsibility for performing screening checks lies with the ICT Reverse Head of Human Resources;
- any failures or issues that arise as a consequence of a screening check and which may affect information security, must be reported by the Head of HR to the Managing Director;
- verification checks must be performed on all applicants for permanent employment as follows:
 - employee applications, CV details, experience, and qualifications must be matched against a job description to verify the potential suitability of the applicant;
 - interviews must be conducted on an individual basis to verify suitability. Formal offers of employment may only be made to an individual subject to the following checks being made by the Head of HR;
 - character and professional references must be confirmed by obtaining two employer references;
 - academic and professional qualifications must be confirmed by requesting original printed copies (certified copies will suffice if originals are not available) of the most relevant qualifications;
 - an applicant's identity must be verified via a passport, driving licence or birth certificate
 - an applicant's address must be verified via recent postal documentation
 - an applicant's right to work must be verified via the relevant channels as listed on www.gov.uk
 - a Disclosure Barring Service (formerly Criminal Records Bureau) (DBS) check must be performed on all new employees, where appropriate, immediately after an individual commences employment (the check is initiated and monitored by the Head of HR) credit checks may be performed by and at the discretion of the Head of HR under the following circumstances:
 - during application for employment by individual who may have access sensitive data or financial information periodically, for Senior Management and/or employees with access to financial data.
 - Staff whose employment pre-dates this policy will also be DBS checked in line with this policy every 3 years.

Protection of Vulnerable Adults.

Everybody at ICT Reverse has a responsibility for the safety of vulnerable adults and in accordance with relevant legislation. ICT Reverse, as an organisation has both a moral and legal obligation to ensure proper procedures are in place for their safeguarding.

ICT Reverse will operate established recruitment and selection procedures for positions where there is significant contact with vulnerable adults. These will include, where appropriate, a disclosure check and / or a check of Independent Safeguarding Authority registration.

The HR Department will invoke any disciplinary or other referral/disqualification policies as required in the context of the operation of this policy.

ICT Reverse will take all reasonable steps to ensure that in its recruitment and selection of staff it will pay due regard to ensuring that:

- There is a clear job description for staff and person specification outlining key skills and abilities required;
- There is an open recruitment process;
- Current staff are given the opportunity to apply for any new positions giving them the chance to progress or to change roles or departments;
- There is an application form that covers past work;
- There is a declaration form requesting information on previous convictions and investigations, if any;
- There is an interview process suitable to the role and task;
- Written references are sought (and followed up when necessary);
- There is reference to regulated positions;
- The post has been approved by management;
- ICT Reverse will provide a workplace free from discrimination, harassment or abuse;
- Any physical violence or threats of abuse will be dealt with through the Disciplinary Procedure.

This policy is issued, reviewed at least annually and maintained by the Head of HR, who also provides advice and guidance on its implementation and ensures compliance. All ICT Reverse employees are directly responsible for complying with this policy.

Craig Smith, Managing Director

Issue Change/Review Dates

Issue	Description of Change	Date of Issue
V1.0	Initial issue	27/09/2015
v1.0	Reviewed	21/05/2018
V1.0	Reviewed	05/11/2019
V1.1	Reviewed and updated	04/02/2021
V1.2	Reviewed and updated	13/12/2021
V1.2	Reviewed	07/02/2022