
Overview

Staff are expected to ensure that all individuals working either as directly or non-directly employed members of staff regularly complete required security vetting procedures.

This standard covers your ability as a member of staff to implement security vetting procedures during and following the interview stage of recruitment for new staff. This may include volunteers, agency workers, contractors and consultants. It also includes completing regular renewals of security vetting with existing staff.

By completing security vetting procedures you will be able to ensure that every member of staff is who they claim to be and is authorised to work within the organisation. You will also ensure that all staff have the right to work in the UK.

SFJFO2

Carry out security vetting for directly and non-directly employed personnel

Performance criteria

- You must be able to:
- P1 send out vetting application packs to directly and non-directly employed personnel in accordance with your organisation's procedures
 - P2 complete risk assessments for each applicant in accordance with your organisation's procedures
 - P3 conduct face-to-face meetings with applicants to confirm identity in accordance with your organisation's procedures, and:
 - P3.1 confirm validity of supporting documentation
 - P4 verify completion of vetting application pack in accordance with your organisation's procedures
 - P5 select security level of checking required from risk assessment process
 - P6 confirm authenticity of documentation supplied against vetting pack checklist
 - P7 make decisions regarding applications in accordance with your organisation's procedures
 - P8 send completed vetting packs to central service for processing in accordance with your organisation's procedures
 - P9 inform applicants of any issues raised by central service in accordance with your organisation's procedures
 - P10 inform relevant people of clearance authorisation in accordance with your organisation's procedures
 - P11 complete records regarding security vetting in accordance with your organisation's procedures

SFJFO2

Carry out security vetting for directly and non-directly employed personnel

Knowledge and understanding

You need to know and understand:

- K1 how to follow organisational procedures and legal requirements relating to security vetting in organisations
- K2 how to carry out face-to-face meetings
- K3 processes for sending out applications
- K4 how to complete application documentation
- K5 different levels of checking required according to circumstances presented and level of security clearance required
- K6 different security clearance levels and the roles and personnel they apply to
- K7 how to make decisions regarding applications
- K8 risk assessment processes
- K9 how to interact with a variety of applicants
- K10 support needs of different applicants
- K11 how to access databases and systems to log application results
- K12 how to interact with different agencies you will work with
- K13 grounds for rejecting applications
- K14 how to resolve discrepancies in vetting information

Additional Information

Glossary

Relevant people refer to individuals, others relevant or significant to individuals, staff in your own agency or staff from other agencies.

Organisational procedures can include prison service instructions, prison policies, legislative policies and any other policies and procedures used across custodial care in the UK.

SFJFO2

Carry out security vetting for directly and non-directly employed personnel

Developed by	Skills for Justice
---------------------	--------------------

Version number	1
-----------------------	---

Date approved	September 2013
----------------------	----------------

Indicative review date	September 2018
-------------------------------	----------------

Validity	Current
-----------------	---------

Status	Original
---------------	----------

Originating organisation	Skills for Justice
---------------------------------	--------------------

Original URN	SFJFO2
---------------------	--------

Relevant occupations	Vetting contact officer; prison staff; prison manager; governor; Officers; Public Service Professionals; Youth Justice Officers; Youth Offending Team Officers
-----------------------------	--

Suite	Custodial Care
--------------	----------------

Key words	Vetting; new staff; existing staff; directly employed; recruitment; validity; safety; assess; applications
------------------	--