

BS 7858 Vetting & Screening Service

Our trained staff will receive your candidates application and your letter of authority to perform the verification checks meeting the requirements of BS 7858 : 2006, the SIA, the NSI and other industry bodies and insurers.

This service includes: -

- Electronic, faxed or postal receipt of application form and letter of authority.
- Immediate confirmation of receipt and fast check of application for completeness / readiness to screen.
- Immediate commencement of verbal tele-vet.
- 2 Personal references checked
- Candidate credit check
- 5 year history verification (Within 6 weeks)
- *Optional 10 year service (Within 10 weeks)*
- Electronic delivery of completed screening report and all documents.
 - *Optional hard copies by post*

Gallinet serves the security industry and is staffed by professionals with many years experience within the sector. We fully understand the need for fast service to alleviate the demands placed on operational departments and their recruitment needs and operate accordingly.





Procedure for using the Gallinet Ltd Screening Service

INTRODUCTION

Gallinet Ltd provides a service to organisations and individuals wishing to apply for:

- Security Screening of their staff or subcontractors and;
- Applications for Criminal Conviction Certificate Disclosure Basic, Standard and Enhanced and;

The information here provides guidance on the application procedures and what organisations and individuals can expect from the service provided by Gallinet Ltd as a Screening Agency.

AGREEMENT

The services will be provided under the terms of an Agreement between Gallinet Ltd and the Client Company. Therefore, Gallinet Ltd cannot provide screening services without a signed agreement being received. We can act on receipt of a faxed copy of the agreement, but a hard-copy original should be received within a few days of the faxed copy being received. The agreement should be signed by the member of staff in the client organization that is ultimately responsible for Security Screening.

An Agreement should have been provided at the same time as we provided this Procedure. If not, please contact Gallinet Ltd and we will provide you with a PDF version of the agreement by Email or a hard-copy of the agreement by post, whichever you prefer.

IDENTIFICATION

ID Checks are required for Basic, Standard and Enhanced Disclosures and Security Screening. These should be carried out by your own personnel to verify the authenticity of the documents. The documents that are required for Security Screening, Basic Disclosures and CRB Disclosures are listed in the relevant guidelines supplied by Gallinet Ltd. How to check ID documents and a list of indicators of fraud is detailed in Guidelines for the Security Screening Controller. If you have any doubts when viewing personal documents get a second opinion.

WHAT CHECKS ARE REQUIRED TO COMPLY WITH BS7858?

To comply with the Security Screening British Standard BS7858:2006, the following checks must be carried out: -

A 5-year employment history verified with no gaps greater than 28 days

At least two Character References obtained

A Financial History Check checking the postal address links, County Court Judgments, Bankruptcy Orders, Aliases, Date of Birth and the Electoral Register

A police disclosure of convictions record check, for those working under the ACPO security systems, or a disclosure from the CRB or Disclosure Scotland should be obtained.

THE SECURITY SCREENING PROCEDURE

Obtaining the Required Forms

Organizations and individuals wishing to apply for security screening using Gallinet Ltd as a Screening Agency, may use their own existing application forms, although these will need to be checked for suitability prior to service commencement.

You will also need:

- Agreement (if you do not have one with us)
- Letter of Authority

Completing the Forms

The applicant should complete ALL relevant sections of the Employment Application Form ensuring that all the required information is given. The form should be clearly completed in black ink and using upper case letters. It is important that the form is completed legibly and with no necessary information omitted. If in doubt, they should be referred to the instructions telling them how to fill out each section.

The Applicant should complete the Letter of Authority with their name and address in the top right hand corner and sign and date it at the bottom.

The Screening Controller (person requesting Security Screening) should complete the Security Screening Order Form with all the requested information before signing it at the bottom.

Sending the Correct Documents to Gallinet Ltd

Once the Employment Application Form, the Letter of Authority and the Security Screening Order Form have been completed, they can be faxed, e-mailed or posted to Gallinet Ltd.

If there is urgency for the Limited Screening (telephone screening) to be carried out, ensure that it is clearly stated on the Security Screening Order Form and that you telephone us to make sure that we can achieve this.

Screening File Records

You must keep a Screening File that is separate from other personnel records and access is to be controlled by the Screening Controller. You must keep in this file:

- A copy (or original) of the Employment Application Form
- A copy of the completed and signed Security Screening Order Form
- A copy of the signed and dated Letter of Authority.

Receiving Reports

You will receive a number of reports and or letters during the screening process. Please feel free to keep all documents but, as a minimum, you must keep:

- The Final Screening Report and accompanying letter.

These should be kept in the Screening File.

DATA PROTECTION AND CONFIDENTIALITY

All paperwork and communication with individuals and organisations remains confidential to those members of staff at Gallinet Ltd who undertake the administration of this area of work.

- Gallinet Ltd fully adheres to the principles of the Data Protection Act 1998 and requirements of the Rehabilitation of Offenders Act 1974. Gallinet Ltd is registered with the Data Protection Registrar for work of this type.

THE CONTRACT

The Agreement between Gallinet Ltd and you becomes the contract for each individual security screening request undertaken, as detailed upon and modified by each:

- Gallinet Ltd Screening Order Form (for Security Screening and Financial History Checks).

The agreement does not in any way seek to tie you in to an exclusivity contract and, should you wish to take your business elsewhere for any reason at all, you are free to do so without worrying about any breach of contract resulting. We rely solely on our ability to satisfy your requirements for your continued business. However, preferential rates may apply to a Service Level Agreement and if you are interested in this option, please call Gallinet Ltd to discuss it.