

# Doxbond Staff Vetting Policy

Doxbond Pre-Employment Checks using NSSA portal URL: <https://client.7858.co.uk>

1. DRB check
2. Sanctions Check

## Doxbond Vetting & New Starter Requirements

1. All new starters provide photo identification – copy to be placed on file.
2. New Starters: School Leavers – provide National Insurance Number and Tax Reference number, name and address, and bank account information.
3. New Starters: Previously employed persons – BS 7858 vetting through the National Security Screening agency, Wessex House, Upper Market Street. Eastleigh, Hampshire, SO50 9FD. Vetting process includes ID.

## Doxbond recruit based upon:

1. Previous commitment to employer.
2. Nature of previous work.
3. No criminal record for dishonesty.

## Staff Vetting – background for management re: Doxbond Policy

### Scope

"This British Standard gives recommendations for the security screening of individuals to be employed in an environment where the security and safety of people, goods or property is a requirement of the employing organisation's operation and/or where such security screening is in the public interest."

### General

"The organisation should not employ individuals whose career or history indicates that they would be unlikely to resist the opportunities for illicit personal gain, or the possibilities of being compromised or the opportunities for creating any other breach of security, which such employment might offer."

### Security Screening period

"Period of not less than 5 years immediately prior to the commencement of relevant employment or transfer to relevant employment, or back to the date of ceasing full-time secondary education, if this date is more recent."

### Period allowed for completion of security screening

"Security screening covering the whole of the security-screening period should be completed not later than 16 weeks after employment (i.e. provisional employment) has commenced..."