

# Safeguarding Policy



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## Purpose

To protect our company operations, clients, and workers. Ensuring that our services are excellent in the security industry, providing quality and controlled management systems, being legally compliant and transparent.

## Scope

This policy serves subcontractors and contractors. To ensure the safety of our security operations we apply the [British Standard] BS7858 screening. Read our [Equality and Diversity Policy](#) to gauge our stand on discrimination. Active applicants and subcontractors will undergo the screening and vetting process.

## What to expect and what we require for screening:

1. **5-Year Employment History and References:** Applicants need to provide details of employment history for the past 5 years. References from previous employers are also part of this step.
2. **Basic Criminality Check:** A check to assess an individual's criminal record.
3. **5-Year Credit and Financial Check:** This involves evaluating an applicant's credit history over the past 5 years.
4. **Proof of ID and Right to Work Check:** Applicants must provide valid identification documents and demonstrate their right to work including SIA and your NI/UTR numbers (see information below in screening and vetting)
5. **5-Year Address Verification:** Confirming an applicant's address history for the past 5 years.

Access detailed information here: [BS7858 Screening Help Sheet.pdf \(multiscreensite.com\)](#)

## Screening and Vetting

WL Risk Management complies with **BS7858**. We collect relevant information to process active applicants that meet all requirements. The listing provided are guidelines on what you will need.

- An ID confirmation – valid documentation and clear scan/photo are acceptable.
  - Valid passport
  - UK Resident Permit Card
  - Valid European or international passport
  - Original UK Birth or Adoption Certificate
  - Valid UK/EU driving license (one Photo ID card only)
- Right to work check – validate eligibility to work.
- Employment History Letter – contact HMRC to order your report.
- SIA License Check – if applicable – verify security industry licenses.
- Directorship Check – Assess any directorship roles.
- Sanction Check – Screen against global watchlists, sanctions and fraud databases.

How we evaluate your information in line with BS7858.

All information received is confidential and protected under the [Data Protection Act](#). For the safety of our core operations, we require background checks of criminal history. Active applicants will find more information on listings provided here: [Rehabilitation of Offenders Act](#).

Assessment for a successful applicant will be based upon requirements met and all relevant information given.

# Security Conditions

Adherence to security conditions ensures a safe and secure work environment for everyone.

1. **Access Control:**
  - Workers are to follow access control procedures. This includes using ID cards, badges, or other authorized means to enter restricted areas.
  - They must not allow unauthorized individuals to enter secure zones.
2. **Confidentiality:**
  - Workers must maintain confidentiality regarding sensitive information. This includes company trade secrets, customer data, and proprietary information.
  - Properly handling documents, files, and electronic data is essential.
3. **Cybersecurity:**
  - Workers must follow cybersecurity protocols. This includes using strong passwords, not sharing login credentials, and being cautious with email attachments and links.
  - Reporting any suspicious activity or potential security breaches promptly is crucial.
4. **Emergency Procedures:**
  - Workers should be aware of emergency evacuation routes, assembly points, and safety procedures.
  - In case of fire, natural disasters, or other emergencies, they must follow instructions from safety wardens or management.
5. **Physical Security:**
  - Workers must lock their workstations when not in use (if applicable to venue). Keep all personal belongings safe in allocated control stations/rooms.
  - Reporting any malfunctioning security equipment (such as broken locks, alarms, radios) is essential.
6. **Visitor Management:**
  - Workers must escort visitors to authorized areas.
  - Notifying security personnel about any unfamiliar or suspicious visitors is important.
7. **Reporting Incidents:**
  - Workers must promptly report any security incidents, thefts, or safety hazards to their supervisors or managers.
  - This includes reporting lost or stolen access cards, keys, and issued WL equipment.

## Training and Communication:

We ensure upon recruitment; workers are briefed on their selection criteria. Workers are provided with training and encouraged to participate.

- Our training modules are structured through Atlas Training Citation. For our company to meet its quality control requirements, we adhere to ISO9001 certification.
- Training courses are free of charge for our workers to enhance and upskill online via the Atlas Citation platform.
- We assign individual and relevant training courses to each worker.
- Successful completion of training will be rewarded with quality control certificates, improving specific skills and raising professional awareness in the security workforce.

Our communication methods follow procedures of Director or Management > Head Door Men or Supervisor > Worker and vice versa for reports and incidents; Workers > Supervisor or Head Door Men > Director or Management.

## Implementation and Review:

WL Management is responsible for the review of this policy and may be subject to changes at any given time to ensure the safety and protection of its workers and compliance with UK laws.

Director/Management:

*Leihana Volavola*

Sign

2/04/2024

Date