



METROPOLE GUARD SECURITY

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BS 7858 Employee Screening Policy

1. Purpose

The purpose of this policy is to ensure that all employees of Metropole Guard Security undergo thorough screening and vetting in compliance with BS 7858:2019 – Screening of Individuals Working in a Secure Environment. This policy aims to mitigate risks, verify suitability, and uphold security industry best practices.

2. Scope

This policy applies to all prospective and existing employees working in security roles, including security officers, supervisors, and any personnel with access to sensitive or high-risk environments.

3. Screening & Vetting Process



Identity Verification

- a) Employees must provide a valid passport, driving licence, or national identity card.
- b) Right to Work verification is conducted via share code or Biometric Residence Permit (BRP) checks.
- c) Proof of current address (utility bill, bank statement, or official letter) is required.



Employment History Screening

- a) A full 5-year employment history check is completed.
- b) Gaps exceeding 31 days must be explained and documented.
- c) Self-employment periods must be verified with supporting documents (e.g., accountant letter, tax records).
- d) References from previous employers are obtained for work verification.



Criminal Record Checks (DBS Screening)

- a) All employees undergo a Disclosure and Barring Service (DBS) check.
- b) Any disclosed convictions are assessed against suitability for the role.
- c) Credit checks are conducted where required (e.g., for financial security roles).



Character & Personal References

- a) Employees must provide two independent character references.
- b) References must be verified before employment confirmation.



Financial Integrity Checks (Where Applicable)



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- a) If required by the role, financial background checks and bankruptcy searches are conducted.
- b) Any financial risks are assessed before clearance.

4. Data Protection & Record-Keeping

All screening records are stored securely in compliance with GDPR.

Records are retained for at least 7 years, as per BS 7858 guidelines.

Employees must sign a data consent form before screening checks commence.

5. Compliance Monitoring & Audits

Quarterly internal audits ensure compliance with BS 7858 screening requirements.

A structured screening checklist is followed by HR for consistency.

All screening records are reviewed and approved before an employee is deployed.

Employees are re-screened periodically based on contract requirements.

6. Non-Compliance & Disqualification

Employees may be disqualified from employment under BS 7858 guidelines if:

- a) False or misleading information is provided during screening
- b) A criminal conviction is disclosed that is incompatible with security work.
- c) Unverified employment history or suspicious references are identified.
- d) Financial checks indicate a risk that affects the role's responsibilities.

7. Policy Review & Updates

This BS 7858 Employee Screening Policy will be regularly reviewed by the HR Manager and updated as necessary.

The Managing Director shall review this policy annually or follow significant changes.

Mohammad Raza

Metropole Guard Security

This policy is reviewed on 11 – 08 – 2025