

Attachment 2 - Personnel Security Standard Checks

The School carries out Personnel Security Standard verification checks on all new employees. Contractors and consultants with a similar level of access to Departmental assets as Departmental staff must undergo the same level of checks.

The verification process consists of 4 separate checks as follows:

- Identity.
- Employment history.
- Nationality and immigration status.
- Unspent criminal records.

Identity

You should ensure that the identity of any relevant staff and sub-contractor's staff has been verified and that the evidence can be provided to the School on request.

The Departmental process for verifying an identify is to request the following information and to check the full name and signature, date of birth and full permanent address against qualifying documents :

- Name.
- Date of birth.
- Full permanent address.
- NINO or other unique personal identifying number.
- Employers' details for the past three years.
- Qualifications and licenses.
- Educational details and references (where appropriate).
- Permission to work in the UK (if appropriate).

Alternative arrangements can be made including the use of commercial agencies provided that the minimum requirements listed above are met.

Employment History

You should ensure that an individual's employment history has been verified and that the evidence can be provided to the School on request.

You should verify the last 3 years' employment or academic history checking with previous employers, following up references (where required) or using a commercial CV checking service.

Ask for further references if:

- An employer's reference is not available. Get a second personal one from a person of standing in the candidate's community (e.g. a JP, medical practitioner, officer of the armed forces, teacher, lecturer, lawyer, bank manager, civil servant etc.)
- The individual has been in education full time. Get a reference from their academic institution.
- The individual has served in the Armed Forces or Civil Service. Get a reference from their service or department.

Nationality and Immigration Status

You must check that a job applicant is allowed to work for you in the UK before you employ them. Evidence must be provided to the School on request.

You should ensure that you are following the latest Government guidance on employing applicants from outside of the UK and be compliant with any additional changes that may apply to the employment of applicants from outside of the UK following the UK's departure from the EU.

The latest guidance can be found on <https://www.gov.uk/check-job-applicant-right-to-work>

Unspent Criminal Record

Organisations other than sole traders that are awarded contracts by the School should obtain a DBS check on behalf of their employee and should provide a copy for the School as it may be required to obtain a security pass to enter Departmental premises.

Sole traders must make a self declaration of any unspent convictions. The School aims to check all declarations through Disclosure Scotland.

You must not supply any individual if they are:

- On probation (in a legal sense.)
- Under a suspended prison sentence.
- Released from prison on parole.
- Still under a conditional discharge.

End of Attachment 2