

**International Professional  
Security Association**

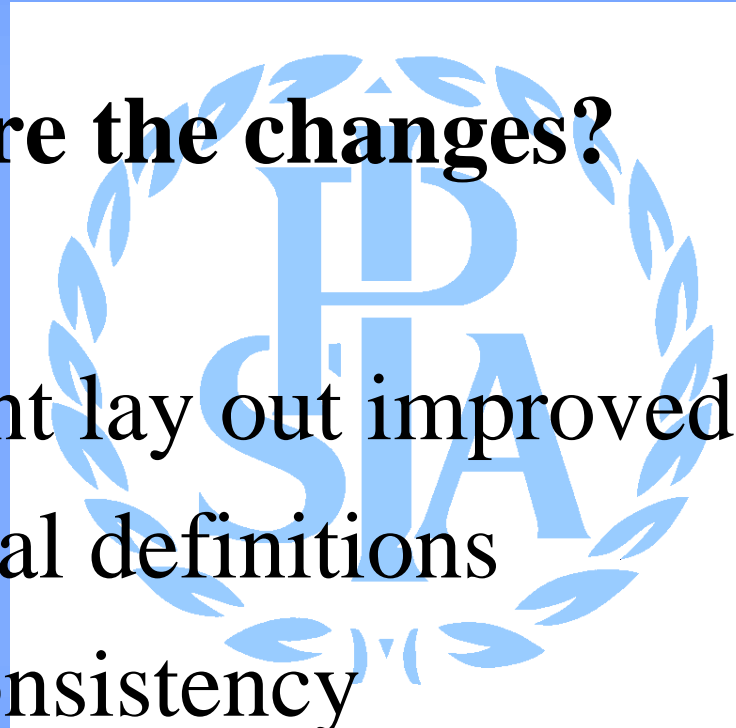
**BS 7858 Screening**

**Changes in 2012 edition  
&  
common issues**

# BS 7858 Screening

**So what are the changes?**

- Document lay out improved
- Additional definitions
- Better consistency



# BS 7858 Screening

## New Terminology

- Preliminary Checks
- Limited Security Screening
- Conditional employment



# BS 7858 Screening

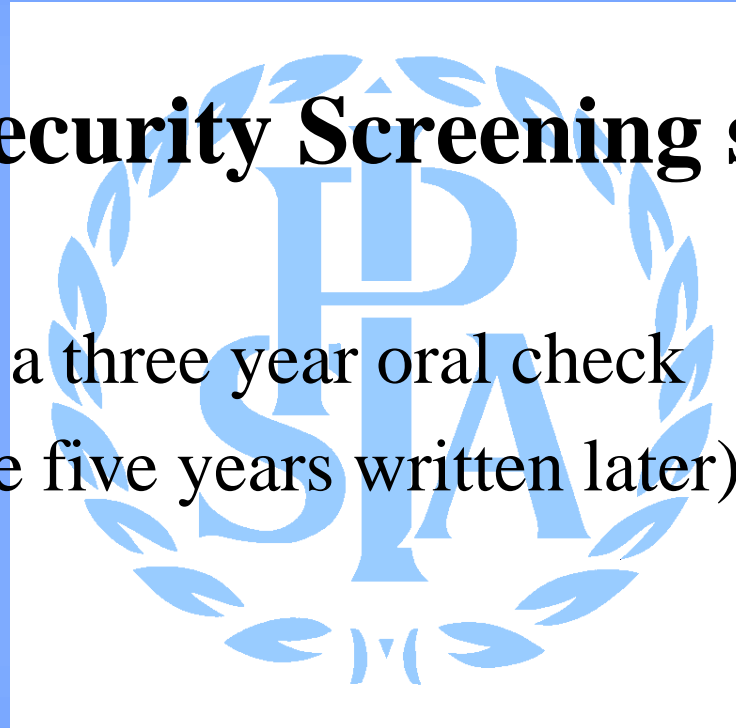
## Preliminary Check stage

- Reduced to one character reference
- Checking ID:
  1. Where somebody has had to produce ID to obtain a security licence, use the licence as an additional check.
  2. Where an applicant hasn't a security licence, check the ID more thoroughly
- Public financial information check – now to be done during preliminary checks
- Qualifying amount of CCJs where file needs to go to an executive for review: £10,000

# BS 7858 Screening

## Limited Security Screening stage

- Reduced to a three year oral check  
(still require five years written later)



# BS 7858 Screening

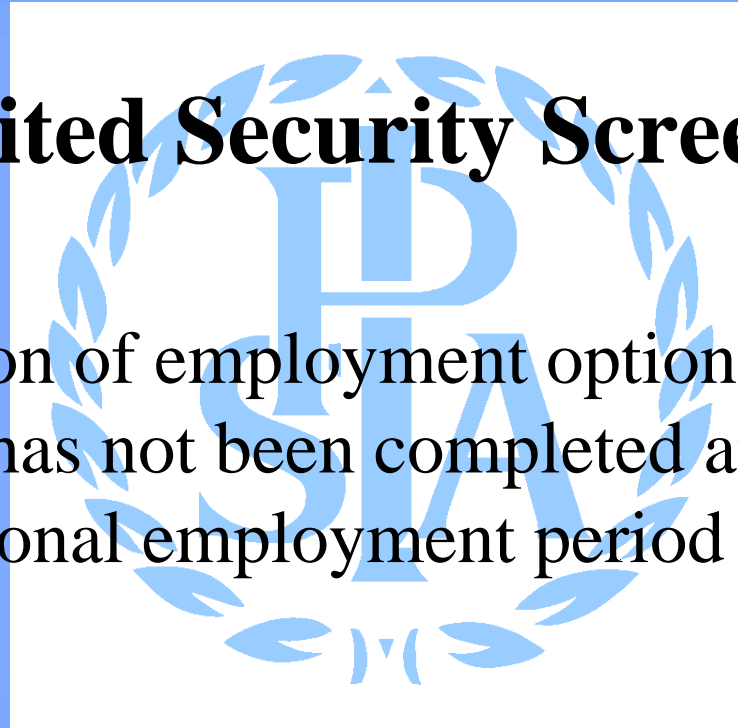
## Extending Limited Security Screening

- Can now be extended by an additional four weeks  
However:
  1. There has to be evidence that timely written requests had been made
  2. Requires authorisation from an executive
  3. There must be a record of how frequent this happens

# BS 7858 Screening

## After Limited Security Screening

- Clarification of employment options where screening has not been completed at the end of the conditional employment period



# BS 7858 Screening

## So what else has changed?

- Self-employment – better explanation of acceptable evidence
- Differentiates between “residence abroad” and “travel abroad” with examples of acceptable evidence
- Improved explanation of use of alternative evidence where references are unable to be obtained.
- Improved explanation about criminal records checks
- Clarification: Sole traders included



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**Removed...**

- The Appendix on Rehabilitation of Offenders Act has been removed due to British Standards Institution (BSI) policies.

It is however still relevant to screening.



# BS 7858 Screening

## Timetable for changes:

- Published October 2012
- **To be implemented by 1 May 2013**
- As screening takes up to 12 weeks, companies should be using the revised standard on all screenings from 6 February



# BS 7858 Screening

## Common issues and misconceptions

- **TUPE Transfers**

- Employment Law “trumps” Code of Practice
- Encourage participation
- Still requirement to screen: you need to be aware of the risk related to employing each individual
- Manage the risk

# BS 7858 Screening

## Common issues and misconceptions

- **Public Financial Information check**
  - Confirms date of birth
  - Confirms address
  - County Court Judgements
    - Victim of circumstance or Opportunity for gain?



# BS 7858 Screening

## Common issues and misconceptions

- **Checking overseas history**
  - Applicant travelled from UK and returned
  - Applicant originally from overseas
    - Migrant Workers vs Refugees and Asylum Seekers
    - Indirect discrimination: imposing a condition or requirement which applies equally to everyone, but is harder for people from particular racial groups to satisfy and which cannot be justified.

# BS 7858 Screening

## Common issues and misconceptions

- **Previous employer no longer trading**
  - 2012 version details alternative evidence:
    - Character reference confirming period, **PLUS**
    - NI records, **OR**
    - two or more different items from: payslips (start and finish of a period), P60s, P45, redundancy letter, contract of employment or offer letter, bank statements (to show regular payment of wages/salary), proof of long service, company identification, any correspondence from the employer to the employee

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## Common issues and misconceptions

- **Previous employer not responding to correspondence**
  - No legal requirement to respond
  - Company policy or relevant to applicant?
  - Can be covered by alternative evidence

# BS 7858 Screening

## Common issues and misconceptions

- **Casual employees**
  - Is this continuing employment?
    - Zero hour contracts; Self employment
  - To screen history, only cover period from previous employment with your company
  - Fresh public financial information check
  - Character reference – still suitable for security?
  - Check validity of SIA licence



# **BS 7858 Screening**

**Any questions?**



# **BS 7858 Screening**



**Contact:**

**[justin.bentley@ipsa.org.uk](mailto:justin.bentley@ipsa.org.uk)**

**or**

**07767 804040**