



**A GUIDE FOR COMMUNAL ORGANISATIONS
AND LOCATIONS TO USE WHEN SELECTING
A SECURITY GUARDING COMPANY**

Introduction

These guidelines are provided by CST for use by Jewish communal organisations to assist in the selection of security guarding companies. CST is frequently asked for advice on engaging a security guarding company. The following information is based on the National Security Inspectorate and CST guidelines.

This publication is designed to assist you to make informed choices when contracting with a security guarding company.

CST is the only Jewish charitable organisation that provides security guidance and support to the Jewish community.

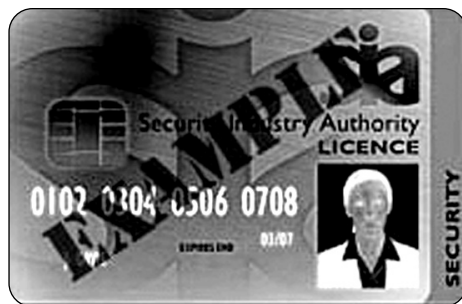
The Company

- You should be entirely satisfied that the company is reliable, trustworthy and solvent.
- You should ensure that the company complies with all relevant employment legislation.
- Have you been shown details of the company's structure, principles and ultimate ownership?
- Have you seen 2 years satisfactory audited trading accounts or other evidence of sound financial backing?
- Can the company supply evidence of adequate insurance to cover your needs?
- Does the company supply a satisfactory written contract, or agree to use a contract supplied by you? Is the contract agreed and signed by you?

- Does the company have a secure administrative office?
- Have the company provided adequate Health & Safety risk assessments for work carried out at your site?
- Have the company supplied references to you and have they been checked?

Staff Selection and Vetting

- Are all security staff full trained, qualified and Licensed by the Security Industry Authority (SIA)*?
- Does the company carry out 10 year retrospective vetting?
- Have all previous employers for the last ten years been contacted?
- Are all gaps in employment accounted for and documented?
- Is the vetting process documented and recorded?
- Is a senior member of staff responsible for ensuring this is carried out properly?



* The SIA is the Government Authority responsible for licensing all contracted security officers as set out in the Private Security Industry Act 2001. All contracted security

officers MUST be qualified and physically hold a SIA photographic license whilst on duty.

Training

- Does the company have a qualified trainer?
- Does each employee receive basic job training before on-site deployment in addition to SIA training?
- Are employee training records kept?
- Do any of their security officers have a recognised security qualification?
- Have you seen proof of qualification and SIA licence for all security staff provided to your organisation? Do you keep a photocopy of the qualifications and SIA Licences for all security staff assigned to your site?
- Does the company have an on-going personnel training programme?

Terms and Conditions

- Do staff receive an adequate level of pay?
- Do staff receive holiday entitlement?
- Do staff receive sick pay and what provisions are made to provide cover in their absence?
- Are you satisfied staff do not work excessive hours?

Management and Supervision

- Does the company operate a secure, efficient and well managed Control Room?
- Does it comply with building and fire regulations?
- Is a system of check calls operated to ensure that the guard on your site is being remotely supervised satisfactorily?
- Are records kept to check the security management of the site(s)?
- Is there an arrangement for regular review of these records by your organisation?
- Have you approved a copy of the Assignment Instructions for your site?
- Is there a proper system of supervision and management for nights and weekends?
- Are there appropriate arrangements for the notification of any incident to a senior manager and the Community Security Trust?
- Will the company provide regular reviews of your building's security procedures?

Inspection and Quality Standards

- Can the company certify that it complies with the code of practice for the security industry?
- Is the company certificated to the ISO 9000 standard?
- Is the inspecting or certifying body in scope with UKAS (the DTI approved body for such organisations)?

The above are guidelines only and should be treated as such.

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