South Yorkshire POLICE

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Force Vetting Unit

Police staff and non-police personnel recruiting

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Police Staff and Non-Police Personnel Recruitment

FAILURE TO DECLARE ANY RELEVANT MATTERS MENTIONED IN ANY VETTING QUESTIONNAIRE WILL GIVE RISE TO INTEGRITY CONCERNS AND LIKELY RESULT IN REFUSAL OF CLEARANCE

Vetting is a resource intensive and time consuming procedure. In order to avoid delays to the recruitment process, we urge all applicants to complete and return their vetting questionnaires as soon as possible. The vetting process cannot begin until the vetting unit receives an acceptably completed questionnaire.

The requirement to vet applicants for all Police Staff roles and contractors, consultants, partner agency staff and volunteers is contained within the statutory Vetting Code of Practice (CoP). The College of Policing's Vetting Authorised Professional Practice (APP) guides the process).

Both are public documents available at:

CoP: https://library.college.police.uk/docs/appref/C553I0117-Vetting-Code-of-Practice-online-04.10.17.pdf

APP: https://library.college.police.uk/docs/college-of-policing/Vetting-APP-2021.pdf

For legal reasons, we may only carry out vetting once you have successfully completed all the other stages of the recruitment process.

Having read this guidance, you must carefully consider whether your personal circumstances may invalidate commitment of your time and energy to the earlier recruitment stages.

The Force Vetting Unit Privacy Notice is available at:
https://www.southyorkshire.police.uk/media/8029/3071_force_vetting_privacy_notice_oct_21.pdf

We urge you to read this notice. It tells you what information the Vetting Unit require, why we require the information, how we may process it and with whom we may share it. It also asks you to make certain you are satisfied that your email address is sufficiently protected to ensure others cannot view any sensitive personal information we use in correspondence.

Whilst we consider **ALL** personal circumstances, the vetting process examines three main areas:

- Your criminal antecedents (if any)
- Your financial vulnerability - unless you require clearance to NPPV1 or NPPV2 (abbreviated)
- The criminal antecedents of people whose relationship with you may lead them to exert adverse influence over you (third party considerations).

YOUR CRIMINAL ANTECEDENTS

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

Protected cautions and protected convictions. Police staff applicants and non-police personnel: Recent amendments to the above Exceptions Order introduced protected convictions and cautions, and distinguishes between the treatment of, on the one hand, the roles of police officers and, on the other, police support staff or non-police personnel. This means that in the case of police staff applicants and non-police personnel, certain old and minor spent convictions and cautions are now considered protected and therefore do not have to be disclosed.

While police staff and non-police personnel do still have to declare previous convictions and cautions that would ordinarily be considered as 'spent', the exception to this is for protected convictions and cautions.

Advice and guidance in determining whether a conviction or caution is protected can be found at the following:

www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide

www.nacro.org.uk/wp-content/uploads/2014/06/practical-guidance-on-dbs-filtering.pdf

You **MUST** declare **ALL** of the following **unprotected** matters, no matter their age, severity or outcome.

- Convictions
- Cautions
- Reprimands
- Restorative Justice and other non-court disposals for criminal offences.
- Penalty Notices for Disorder (PND) including public disorder and dishonesty
- Motoring Fixed Penalty Notices (excluding parking offences)
- Injunctions and Court Orders relating to:
  - Community Protection
  - Criminal behaviour
  - Football related public disorder or other offences
  - Protection from Harassment legislation
  - Domestic abuse or domestic violence.

We also require you to declare:

- Your involvement, if any, with the military authorities on disciplinary matters (whether involving Court Martial or not)
- Your involvement, if any, in misconduct or disciplinary proceedings IN ANY ORGANISATION whether as a paid employee or as a volunteer.
- If applicable, your active engagement in politics - Schedule 1 Police Regulations 2003
- Membership of or support for any extremist or proscribed organisations, listed in Schedule 2 Terrorism Act, 2000
- Membership of or support for such organisations as British National Party, Combat 18, National Front etc
- Your involvement as a suspect in any criminal investigation that **DID NOT** result in charges or the issue of a summons

THE FOLLOWING WILL RESULT IN REFUSAL OF CLEARANCE:

- **Offences committed as an adult or juvenile that resulted in a prison sentence (including a suspended or deferred sentence and sentences served at a young offenders' institution or community home)**
- **You are, or have been, a registered sex offender or subject to a registration requirement in respect of any other conviction**
- **You have committed offences where vulnerable people were targeted**
- **You have committed offences motivated by hate or discrimination**
- **You have committed offences of domestic abuse**

FAILURE TO DECLARE ANY OF THE MATTERS MENTIONED ABOVE WILL GIVE RISE TO INTEGRITY CONCERNS AND LIKELY RESULT IN REFUSAL OF CLEARANCE

If you have convictions, cautions, reprimands, PND etc for other offences that are NOT protected., there is a rebuttable presumption that we will reject your application.

PLEASE NOTE: It is for **YOU** to rebut the presumption that convictions etc., will attract refusal of clearance. You should therefore include on your vetting application any circumstances surrounding the offence(s) that you feel justify vetting clearance in your case.

You may wish to include:

- Your age at the time of the offence
- The length of time since the offence and lack of offending subsequently
- The seriousness of the offence
- Your role in the offence
- A voluntary or professional commitment to help individuals or communities in the subsequent years

FINANCIAL VULNERABILITY

Please note, vetting for police staff roles and those requiring NPPV2 (Full) and NPPV3 clearance involves detailed searches of Credit Reference Files. We do not undertake financial enquiries for those requiring NPPV1 or NPPV2 (Abbreviated) clearances,. Vetting is not about judging people on their financial management. It is solely concerned with ensuring that those previous financial decisions do not render you vulnerable to such an extent that you would be inclined to breach confidentiality and security for illicit financial or other reward. In other words, you would not jeopardise the security or reputation of the service for payment.

Dependent upon the specific circumstances of your case, it is **unlikely** that clearance will be granted if you:

- **Have existing county court judgements (CCJ) outstanding, i.e. judgements recorded as "unsatisfied"**
- **Are an undischarged bankrupt**
- **Have been registered as bankrupt and less than three years have elapsed since the bankruptcy was discharged. This means that you are unlikely to receive vetting clearance until FOUR YEARS have passed since the date you were declared bankrupt.**

DEFAULTED PAYMENTS & IVAs

If your credit reference files show accounts in default or arrears, or the existence of an IVA, you may be asked to supply documentary evidence of regular and sustained repayments over a number of months (usually 12). If you are unable to provide such evidence, clearance may be refused. Exceptionally, clearance may be deferred to allow you an opportunity to demonstrate your willingness and ability to maintain your lawful financial commitments.

If you make an application to join SYP, you are strongly advised to check your own credit reference files immediately to ensure there are no matters requiring attention. The length of the recruitment process may allow sufficient time to enable regular payments sufficient to permit the granting of clearance.

FAILURE TO DECLARE ANY OF THE FINANCIAL MATTERS MENTIONED ABOVE WILL GIVE RISE TO INTEGRITY CONCERNS AND LIKELY RESULT IN REFUSAL OF CLEARANCE

THIRD PARTY CONSIDERATIONS

The question is not whether your family and associates have criminal convictions or engage in criminality but whether their character, together with their relationship to you, is such as to indicate the likelihood of your susceptibility to pressure or improper influence. It is widely accepted that spouses or partners, immediate family members and those with whom a person shares a home can influence an individual, whether intentionally or unintentionally, by applying pressure or creating circumstances that can lead to vulnerability, coercion or inducement. Although this may not be a product of your lifestyle or actions, it remains you may be affected by the lifestyle or actions of those closest to you. It is therefore necessary, within the context of vetting, to consider the stability, circumstances and background of individuals with whom you have close relationships and who are within the immediate sphere of influence.

Depending upon the level of clearance you require, we may ask you to provide details of the following people:

- **Partner or spouse**
- **Your parents (alive or deceased) - including step-parents and/or subsequent partners/ spouses of either of your parents**
- **The parents of your partner or spouse (alive or deceased)**
- **Your children - including step-children - over the age of ten years**
  Your siblings (alive or deceased) - including step-siblings
- **Any person not listed above but who co-resides with you**
- **Any personal or professional friend or associate whom you know has criminal convictions or whom you believe to be actively engaged in criminality**

FAILURE TO DECLARE A RELEVANT FAMILY MEMBER OR ASSOCIATE WILL GIVE RISE TO INTEGRITY CONCERNS AND LIKELY RESULT IN REFUSAL OF CLEARANCE

REFUSED CLEARANCE?

If vetting clearance is refused or withheld, you will be informed of the reasons at the time of the decision or on request, unless there is valid reason not to do so. Where we cannot provide the full rationale, we will try to give as much information as possible. We will tell you of our decision not to provide the full rationale.

We can withhold the rationale if revelation would:

- Damage national security
- Result in the force breaking any law
- Frustrate the prevention or detection of crime
- Impede the apprehension or prosecution of offenders
- Result in the disclosure of sensitive information
- Breach the confidentiality of any information provided in confidence

NEED TO APPEAL?

If you are refused clearance you have a right to appeal, in writing (email), on certain grounds, i.e.:

- Further information is available that was not considered by the original decision maker
- The decision is disproportionate considering the circumstances or details of the case
- The decision was perverse or unreasonable
- No explanation has been given for the decision

You MUST explain which of the above grounds apply in your case AND provide evidence in support of your appeal.

NEED MORE INFORMATION?

Please visit:
CoP: **https://library.college.police.uk/docs/appref/C553I0117-Vetting-Code-of-Practice-online-04.10.17.pdf**

APP: **https://library.college.police.uk/docs/college-of-policing/Vetting-APP-2021.pdf**

Or email: **Force_Vetting_Unit@southyorks.pnn.police.uk**

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