



SUMMARY OF THE SECURITY VETTING PROCESS

This document aims to provide an overview of the security vetting process that a Contractor will need to undergo when they are successful at winning work related to prison establishments if clearances are not already in place.

Clearance requirements

As a baseline, a valid Enhanced Level 2 security clearance will be required for all prison establishments.

The clearance for the vast majority of prison establishments, other than High Security, Juvenile and mother & baby units, is Enhanced Level 2.

Entry to High Security sites will require Counter Terrorism Checks (CTC).

Entry to Juvenile and Mother and Baby units will require Enhanced Level 2 and Enhanced Disclosure Barring Service (DBS) clearance.

Contractors should note that the Enhanced Level 2 clearance must be secured before a CTC. Even if a Contractor has CTC clearance through working with another organisation, a current Enhanced Level 2 clearance will also need to be obtained if not already in place.

How clearance is managed and how long will it take

When a Contractor wins work, they will be put in touch with a **Vetting Contact Point**. This is likely to be through a prison establishment. The Vetting Contact Point will provide the link to the online forms to be completed.

The following estimated time to run the security checks is dependent on the applicant providing the correct information, that is fully supported and is transactable. At some point, the requested information will need to be presented in person at a Vetting Contact Point. Information such as photo ID, proof of address and entitlement to work in the UK will need to be provided when attending a Vetting Contact Point. A location near to the applicant can be arranged.

- Enhanced Level 2 will take 2 – 4 weeks
- CTC 2 will take the 2 – 4 weeks for the Enhanced Level 2 plus a further 6 weeks. It could therefore take up to 3 months.

If an individual is already cleared that individual will need to provide their name and National Insurance Number, when requested, in order for the database to be checked.