



## A guide for line managers or supervisors of staff

National Security vetting provides a valuable snap shot of an individual at the time the checks are completed, and organisations also need to maintain ongoing confidence in vetted staff and contractors. Vetted individuals and line managers/ supervisors have an important role to play in this.

This guide is to inform line managers/supervisors of their responsibilities for vetted staff. It should be read in conjunction with local policies and security briefings.

As a line manager/supervisor, you play an important role in ensuring the ongoing security of your organisation by managing staff/contractors in a way which minimises security risks.

### You should:

- ✓ Brief your staff and contractors on local security arrangements as part of their induction.
- ✓ Get to know your staff/contractors and recognise changes in behaviour which could potentially impact on the security of your organisation.
- ✓ Where appropriate, deal with any concerns by talking with the individual concerned, your manager, your personnel security team, or HR as appropriate.
- ✓ Ensure you and your staff/contractors complete routine security appraisal or assessment processes set out by your department or organisation.
- ✓ Create and contribute to a positive environment in which security is given an appropriate priority and individuals are encouraged to discuss issues before they become security concerns.
- ✓ Ensure security is a regular part of performance appraisal and team discussions.
- ✓ Ensure an appropriate debrief of security considerations when staff and contractors leave your department or organisation.
- ✓ Ensure that you are aware of relevant caveats, after care measures or other security guidance relating to your staff/contractors. Where relevant, make your successor aware of these requirements when you leave your post.

### Dealing with concerns

It is your responsibility to engage with the individual to address any concerns you may have, or that are brought to your attention. Employees can cause security problems if they are aggrieved and addressing areas of concern early can prevent potentially damaging behaviour. When speaking to an individual remember:

- ❖ Vetted individuals should be encouraged to approach their line manager/supervisor to discuss issues of concern. Early discussions should allow appropriate action to be taken and for support to be provided where appropriate.
- ❖ Your role as a line manager and as a security manager are linked – there is a duty of care not just to the individual but also the wider team.
- ❖ Dips in performance or changes in attitude may be an indication that your staff have a wider problem or concern. Don't make assumptions, but do think about mitigations and support to prevent potential security implications.

A full summary of vetting policy and processes is available at <https://www.gov.uk/government/publications/hmg-personnel-security-controls>