



## Education is your business – and ours

### Candidate Re-check Policy Statement

#### **Re-Checks to Ensure Continued Supply Staff Compliance**

All supply staff active on the WorkwithSchools (WwS) database will be reviewed regularly to ensure that relevant compliance checks as set out in the WwS Keeping Children Safe in Education Policy Statement remain in place.

#### **DBS Compliance**

DBS Enhanced Disclosures must be carried out every 12 months (year) (or sooner if a candidate has had a break of 6 months or more) unless they are registered with the DBS online update service. If the candidate has signed up to the update service, WwS will verify an online update check annually and the candidate will not have to apply for a new Disclosure if their current certificate remains valid. If there is any change to the status of the candidate's update service DBS, they will need to complete a new DBS Enhanced Disclosure application.

#### **Right to Work**

If a candidate has any limitation on their Right to Work in the UK, such as a visa restriction, this will be noted on the candidate's WwS staff record and will be followed up with the candidate three months prior to the expiry date.

#### **Teacher Regulation Agency**

If a candidate is a qualified teacher, their record will be re-checked annually against the Teacher Regulation Agency (TRA) Prohibition Order list, to ensure WwS are aware of any new Prohibition Orders or Interim Prohibition Orders made or of any previous Prohibition Orders which have been removed. If a candidate notifies WwS of a change in their TRA status at any other time, WwS will carry out this TRA check immediately.

If a candidate is an NQT they will also be monitored and checked on the TRA list to verify induction status at least once a year.

#### **References**

WwS will request a new reference when a candidate has carried out a long-term school booking. WwS may also need new references if a candidate has not worked for WwS for 6 months or more.

#### **General**

WwS will email a candidate to update checks or clearances or to contact us with up-to-date information. The candidate may need to go through all or part of the relevant compliance checks again. A candidate should respond to WwS' email promptly to ensure WwS are able to continue to offer them work. In order to maintain accurate and complaint information, a candidate may be deactivated from WwS active database if they have not worked at least once in the previous six months and have not been in touch.

January 2021