



## **Edstaff Ltd Continued Suitability Policy**

Edstaff Ltd carry out regular and ongoing checks on candidates, to ensure that they remain suitable to carry out their work. Checks such as QTS checks and DBS Update Checks are conducted annually, while references and feedback are secured throughout the year to cover any gaps and to update the candidate's file. Courses are also available to candidates to complete through SSS Safeguarding Training and Assessment.

### **DBS Update Service Checks**

Candidates registering with Edstaff must have either an Enhanced DBS registered on the DBS Update Service or be prepared to have a new DBS processed through Edstaff.

Copies are made of the candidates DBS during their registration, if the DBS is registered on the Update Service, then stamped as original seen, initialled and dated. Annual DBS Update Service checks are then conducted, to ensure that the DBS remains registered and current. This is tracked on the vetting spreadsheet.

If a candidate registers with Edstaff and they do not hold a DBS registered on the Update Service, they must have a new DBS processed. When issued, candidates are then asked to sign up to the DBS Update Service, so checks can be carried out annually. If they do not sign up, a new DBS will need to be processed every year. Candidates who hold a DBS not registered on the Update Service are contacted by email, text or phone call approximately one month before it is due to expire to remind them and ask if they would like a new DBS processing.

### **Prohibition Order Check**

All qualified teachers working for EdStaff are required to have an annual Prohibition Order check carried out. This is to ensure that no teacher registered and working for EdStaff has a sanction placed on them which prevents them from working with children.

When carrying out the Prohibition Order Check we are also ensuring the teacher is not working outside of their NQT Induction period and completing a further check to ensure that they have received the QTS award.

## **Returners and Re-registration**

### **Use the Returner form**

If a candidate has not worked for Edstaff for a period 3 months, upon return, they are asked to provide reference details to cover the gap. After a 6 month gap, in addition candidates are also asked to confirm that all information on their file remains correct and that there have been no change in circumstances. A candidate is expected to carry out a full re-registration if they have not worked for Edstaff for over a year. This includes carrying out new DBS Update Checks and QTS checks, if applicable.

### **Feedback**

At the end of each half term, feedback forms are emailed to schools, asking them to comment on a candidate if they have been at the school for half a term or longer. When received, the feedback form is then filed in the candidates file and also used to update their Confidential Report.

### **Opportunities for work-seekers to develop**

Candidates registered with Edstaff have access to SSS Safeguarding Training and Assessment, which provides a range of courses that they can access and complete at any time. Candidates are asked to complete the Keeping Children Safe in Education (KCSIE) 2020 Update Course, and when completed, the date is then added to the Availability spreadsheet to track who has completed the course.

---