



## **Seven Safe Steps to Monitoring Transient Agency Workers**

Once an Agency Worker has been interviewed all checks to be completed within 7 working days.

- 1.** If we are unable to complete the checks within 7 working days due to DBS and/or references not being returned the following check will be updated: references, DBS update service and EWC before the Agency Worker will be offered work.
- 2.** At no stage will the Agency Worker be offered work until all checks are complete.

**Continuous Safeguarding checks** are undertaken as follows:

- 3.** If the gap in employment with Bay Resourcing is more than 56 days, we will check EWC and DBS Update registration.
- 4.** If the gap in service is more than 181 days, we will check EWC and DBS Update registration and request additional references.