



Seven Safe Steps to Monitoring Transient Agency Workers

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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 under taken 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 180 days, we will check EWC and DBS Update registration and request additional references.