



Company Name	Highgrade Recruitment LTD
Document	Continued Suitability
Date	March 2020
Version	2

Highgrade Recruitment Ltd is an employment agency and have an obligation to inform the client of any information that comes to our attention after an assignment has started that may indicate that the candidate is unsuitable for that particular position. In the case of employment agencies, this applies for a period of 3 months from the date of introduction of work-seeker by an agency to the hirer. In the case of employment businesses, they may need to withdraw the temporary worker from the assignment in question or commence making such further enquiries as are reasonably practicable as to the suitability of the work-seeker for the position concerned, and inform the hirer of the enquiries made and any further information it receives or obtains before making a decision as to whether to withdraw the temporary worker from the assignment in question.

Highgrade Recruitment Ltd value their workers and work hard to ensure that the service meets the needs of the clients. Where a worker has been inactive or returns after a period of time, the worker will be subject to up to date file requirements. This means we may request additional documents to make their file compliant again.

- References to cover the period of no work
- Up to date CV
- Proof of address (dated within last 3 months)
- We will recheck DBS and Barring Service. Where a DBS is out of date or update service has lapsed
- We will recheck List 99 (Bard list)
- We will check Education Workforce Council (EWC) Registration

Highgrade's office procedures ensure that the current and active files are also kept in compliance by six monthly checks with:

- DBS
- List 99

- EWC
- In-date driving licence
- In-date passport

If a worker has been inactive for 12 month or more a new complete registration will be required.

Supporting continued professional development Highgrade will offer training for staff, i.e. Safeguarding and Invigilator training.