



Agency Staff Policy

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Regulations and Standards:

The Children's Homes (England) Regulations 2015:

- Regulation 31 – Staffing of Children's Homes
- Regulation 32 – Fitness of Workers
- Regulation 33 – Employment of Staff
- Schedule 2 - Information required in respect of persons seeking to carry on, manage or work at a children's home.

Ofsted – *Children's Home; Recruiting Staff*:

<https://www.gov.uk/guidance/childrens-homes-recruiting-staff>

Working Together to Safeguard Children 2023:

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

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1. Policy:

HND Children's Care Ltd will consider the use of agency staff in our homes only when all avenues of cover by our care residential staff (permanent and bank) have been exhausted.

Agency staff should be registered with an appropriate care agency that has been authorised for use as suitable to supply us with residential childcare staff



HND Children's Care Ltd employed staff on duty with agency staff will ideally have at least six months' experience of residential childcare. Staff with less than six months' service may be on duty providing that the homes manager is confident that the employee on duty has the experience and competence to lead the shift.

- All agency workers must always follow HND Children's Care Ltd' rules and procedures while carrying out duties for us and MUST receive an induction to the home.
- Should an agency worker not work to a satisfactory level or carry out an inappropriate act this should be investigated by the home's manager and dealt with as appropriate, i.e., training, supervision, disciplinary, booking terminated and the agency they are booked via should be advised of the problem / issue.
- Should an agency worker be unsuitable for work this should be reported to the agency consultant outlining the reason/s the worker has been found to be unsuitable.
- All agency workers must be treated in a courteous and respectful manner at all times.
- All agency workers must be treated as part of the homes team in which they are working.
- All agency staff must be treated with equal opportunities, in accordance with our Equality and Diversity policy, and all other policies and regulations operated by HND Children's Care Ltd.

2. Procedure:

Requests for the use of agency staff should be made by the manager to the RI / Director for authorisation of use. Once authorised, the manager can then proceed with the booking.

Outside office hours approval should be sought from the on-call senior staff member who will have the necessary list of agencies and will gain authorisation from the RI / Director. The on-call senior staff member will contact the agency and satisfy themselves of the suitability of a prospective agency staff member following the requirements below.

The agency must be informed in as much detail as possible of the job requirements and the experience and qualifications as appropriate required for the post to be covered. Job descriptions should be sent to the Agency so that both the agency consultant and the agency worker may be aware of the job requirements prior to supplying a worker or commencing work.

The agency must have confirmed that the agency staff they are supplying to us have been interviewed, completed an application form, or provided a full CV, have at least 2 satisfactory relevant references and have an Enhanced DBS disclosure, which the agency have confirmed with the original countersignature that there is no reason why the individual may not work with children.

It is HND Children's Care Ltd policy to have access to the following information for review:



Recruitment agencies providing HND Children's Care Ltd with 'agency' staff should provide the following documentation as a minimum:

- *Evidence of work history.*
- *Evidence of a DBS Certificate.*
- *Evidence of at least two references being obtained.*
- *Evidence of relevant qualifications / certificates relevant to the role.*

Home managers will be expected to ensure that the above is in place before an agency member of staff works in our homes and with our children.

The agency must send to the homes manager a copy of the agency worker's confirmation of Enhanced DBS disclosure. These must be kept on file at the home.

Before entering the home, agency workers must show identification to staff on duty and should have with them a copy of their Enhanced DBS Disclosure to show the senior / manager of the home or in the absence of either being on duty to an employed staff member on duty prior to commencing work. If the agency worker does not have identification and a copy of their enhanced DBS disclosure, they must not be allowed "on shift" and the on-call manager informed.

All agency workers should be advised of home duties on arrival at the home and given access to a set of care policies, procedures and rules for their reference and use. They should also be appraised of the care plan and risk assessments for the young person/s.

Each agency member of staff **MUST** complete an induction prior to working with the children in the home.

End.