

The 12-Document Ofsted Staffing File

Exactly what an inspector expects to see on every agency worker, in the order they'll ask.

When Ofsted reviews staffing in a children's home, agency workers get the same scrutiny as your permanent team, sometimes more. A missing record on a temporary worker is a finding against your home, not the agency. This one-page file is the standard every worker should arrive with, fully verified, before their first shift. Use it to audit whoever staffs your home today.

#	Document	What it proves to an inspector	Who issues it
1	DBS Enhanced Certificate (with Barred List)	Worker is cleared to work with children. Enhanced level with the children's barred list check is the minimum for residential care.	<i>Disclosure & Barring Service</i>
2	DBS Update Service registration	The certificate stays live and re-checkable. Without it, a clean DBS is only a snapshot from the issue date.	<i>Worker / DBS Update Service</i>
3	Right to Work verification record	The worker can legally work in the UK, checked against current Home Office guidance with a share code or document copy on file.	<i>Home Office check (held by agency)</i>
4	Photo identity verification	The person on shift is the person on the file. Passport or driving licence, verified and dated.	<i>Agency</i>
5	Level 2 Safeguarding training certificate	Worker holds current, in-date safeguarding awareness training before first placement.	<i>Accredited training provider</i>
6	Two written references (one most recent employer)	Independent confirmation of conduct and suitability, ideally covering work with children or vulnerable people.	<i>Previous employers</i>
7	Full employment history with gaps explained	No unaccounted-for periods. Inspectors look specifically for explained gaps.	<i>Worker / agency record</i>
8	Signed worker agreement (PAYE terms)	The worker is a directly employed PAYE employee, not a self-employed contractor. This is a material distinction for liability and tax.	<i>Agency</i>
9	Agency induction training record	Worker completed the agency's employment, conduct and policy induction before placement. Distinct from the home's own care induction.	<i>Agency</i>
10	Health / fitness-to-work declaration	Worker is fit to carry out the role, with any reasonable adjustments recorded.	<i>Worker / agency</i>

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11	Professional indemnity & employer liability cover note	The agency carries the right insurance, including vicarious liability for workers placed on your premises.	Agency insurer
12	Placement confirmation & client induction record	Worker was inducted into your home’s specific procedures and signed in for the placement. Closes the loop between agency file and your premises.	Agency + home (joint)

✓ A reliable agency

Hands you all twelve, complete and dated, before the worker arrives, without being chased. The file is their product, not an afterthought.

✗ A broker to be wary of

Sends a CV and a rate, promises paperwork “on request,” and leaves you to gather references and checks. The risk sits with your home.

How SureShift handles this

Every worker we place is directly employed on PAYE and arrives with all twelve records complete and verified. If a confirmed shift goes unfilled, that sits with us under our Zero-Gap Guarantee, not on your rota. You hold the placement; we hold the compliance burden and the continuity risk.

Worth 10 minutes to see how that would work for your home? admin@sureshiftcare.com

This guide covers employment and compliance records only. Care practice, training and clinical procedures remain the responsibility of the registered home. © SureShift Care Services Ltd. Free to share unedited.