Supply staff arrival checklist

Schools in England. HR or the authorised booking lead clears the booking. Reception checks the person arriving and escalates exceptions.

School, date and booking reference _____

Agency, role and staff reference _____

Expected duties and regulated activity decision _____

HR or booking lead

☐ **Obtain written agency confirmation** KCSIE 364

Confirm that the agency or third party performed the checks the school would otherwise perform and that the relevant enhanced DBS certificate was obtained. Include one-day bookings and relevant third-party education including online delivery.

☐ **Check DBS coverage and disclosures** KCSIE 365 TO 366

For regulated activity, confirm the agency obtained enhanced DBS with children's barred list information before appointment. If paragraph 365 applies because information was disclosed or provided, obtain the certificate copy securely from the agency and refer it for authorised review.

☐ **Update the SCR and tell reception the outcome** KCSIE 348 TO 350

Record the written confirmation, date received and whether enhanced DBS certificate details were provided. For independent and non-maintained special schools, see KCSIE footnote 97 about the date any certificate was obtained. Record any unresolved issue.

Reception or duty leader

☐ **Match the person arriving to the cleared booking** KCSIE 367 / LOCAL PROCEDURE

Check identity against the named booking and agency confirmation. If a substitute arrives, escalate and recheck the new person. Do not deploy someone to duties while identity or the required checks remain unverified.

☐ **Brief them on safeguarding before deployment** KCSIE PART ONE / LOCAL PROCEDURE

Show how to contact the DSL and report concerns, give access to the relevant policies and brief on site arrangements, including who to contact in an emergency. Agree any further induction with the line manager.

Decision ☐ Cleared for booked duties ☐ Hold and escalate

HR clearance, reception verifier and time _____

Issue, contact and decision if held _____

Sources

KCSIE 2026 | 348 to 350 and 364 to 367

School Staffing Regulations 2009 | 18 and 30 where applicable

Independent School Standards | Part 4