

Healthcare Compliance

Important Information

Future Compliance (Expiry)

We hope that you will become a long serving member of Swanstaff, meaning the compliance team will be in touch with you regularly regarding training/DBS's/documents that are expiring.

We have to make sure you stay compliant whilst working with us so please expect calls from our team regarding practical/online training updates and notifying you of expiring documents.



Our DBS Policy

If you are registered with the Online Update Service, you must provide a full copy of your DBS certificate, you are not required to get a Swanstaff DBS unless your current DBS does not cover either adults or children. In this case we will need to apply for a new DBS check.

In ALL other cases a Swanstaff DBS must be purchased at a cost of £50. You can apply to register with the DBS Online Update Service with your Swanstaff DBS application once it arrives.

Once your DBS arrives in the post you must send us a copy as soon as possible, both the front and back of the paperwork. If you already have a current DBS you can work for Swanstaff whilst your check is being processed. We will require a full copy of your DBS in the interim. We cannot accept a reference number only.

How we process your DBS

We now offer an Express DBS through an umbrella company, this will enable you to have your DBS processed within 7-10 days.

You will be sent a link from our compliance team to uCheck. You will then complete and pay for your DBS online using a credit/debit card.

The Update Service

Once your DBS arrives you can apply online, it's quick and easy.

No need to re-apply if you need multiple checks within the same workforce, where the same level and type of check is required.

Keep your certificate up to date for only £13 per year - free for volunteers.

You can renew annually.

Here's how:

Note your application number, this can be found in the top right hand corner of the form.

Use the application number to join the Update Service at www.gov.uk/db-update-service

When you register, note your Update Service ID number and keep it safe.

You can also use your application number to track the progress of your DBS check application at www.gov.uk/db

If you wait until after you've received your certificate you'll have 19 calendar days from the date it was issued.

Change of Details

If you have moved address then you will need to let us know as soon as possible and provide us with proof of your new address.

If you have a new contact number or email address you must notify Swanstaff to ensure that you do not miss out on shifts.

Uniform

When you have been cleared for work you will need to speak with your local branch to request a uniform. You may not be able to attend a shift before you receive this.



**Disclosure &
Barring Service**