Staffroom 24

FOR AGENCIES

You look after your schools. We look after the rest.

Staffroom24 clears the candidates you bring us and keeps their files current. We run the eleven checks an English school has to hold, keep the evidence with its dates and do all the chasing. You keep the schools and fill the bookings.

It suits a small agency with no compliance team, and a larger one that wants more candidates through without hiring for it.

Seven pages: what we do and what stays yours, one candidate from added to cleared, the eleven checks, the prices and when each is charged, three sizes of agency against an in-house hire, keeping files current, and how to reach us.

England only, under Keeping Children Safe in Education · October 2026

WHAT STAFFROOM24 IS

Your compliance team, on a monthly plan.

As an agency takes on more candidates, the screening and chasing fall on the same two or three people, and the usual answer is another hire. We do that work for you on one monthly plan: ten clearances for £350, taken on your billing date every month whether or not you add anybody, and £35 for each candidate after the tenth, taken the day you add them.

Send us a candidate and we turn their name into a file a school will accept. We write to them, see them on a video call, run every check the guidance calls for and keep the evidence. A person here confirms the file before it goes anywhere, and we keep it current for as long as the candidate is on your books.

What we do

- Write to the candidate the same day, and chase.
- See every candidate ourselves, on a video call.
- Apply for every check and chase the third parties.
- Hold the evidence, dated, against every row.
- Record a check the role does not call for as not required, with the reason.
- Track the renewal dates and chase them at 60, 30 and 7 days.
- Answer anything you ask us inside four working hours.

What stays yours

- The schools, and the relationships with them.
- Who you take on, and who you do not.
- Sending the pack, and the booking it leads to.
- The rates, the margin and the invoicing to the school.

The employment decision. We carry out the checks and hold the evidence, but the decision to employ, and the statutory excuse as employer, stay with your agency. Every pack we produce says so.

England only

Every check in this guide is the English statutory set under Keeping Children Safe in Education. Scotland uses the Protecting Vulnerable Groups scheme instead of the Disclosure and Barring Service, and Wales has its own guidance, so the service does not cover either. If you place candidates there, tell us and we will say plainly where we are up to.

Who it is for

Education supply agencies in England of any size, with or without a compliance team of their own. Page six shows the cost at ten, twenty-five and fifty candidates a month.

Your account

Your own book of candidates, every file with its eleven checks and their dates, renewals in view, a billing screen naming the trigger beside each charge, and the pack to export.

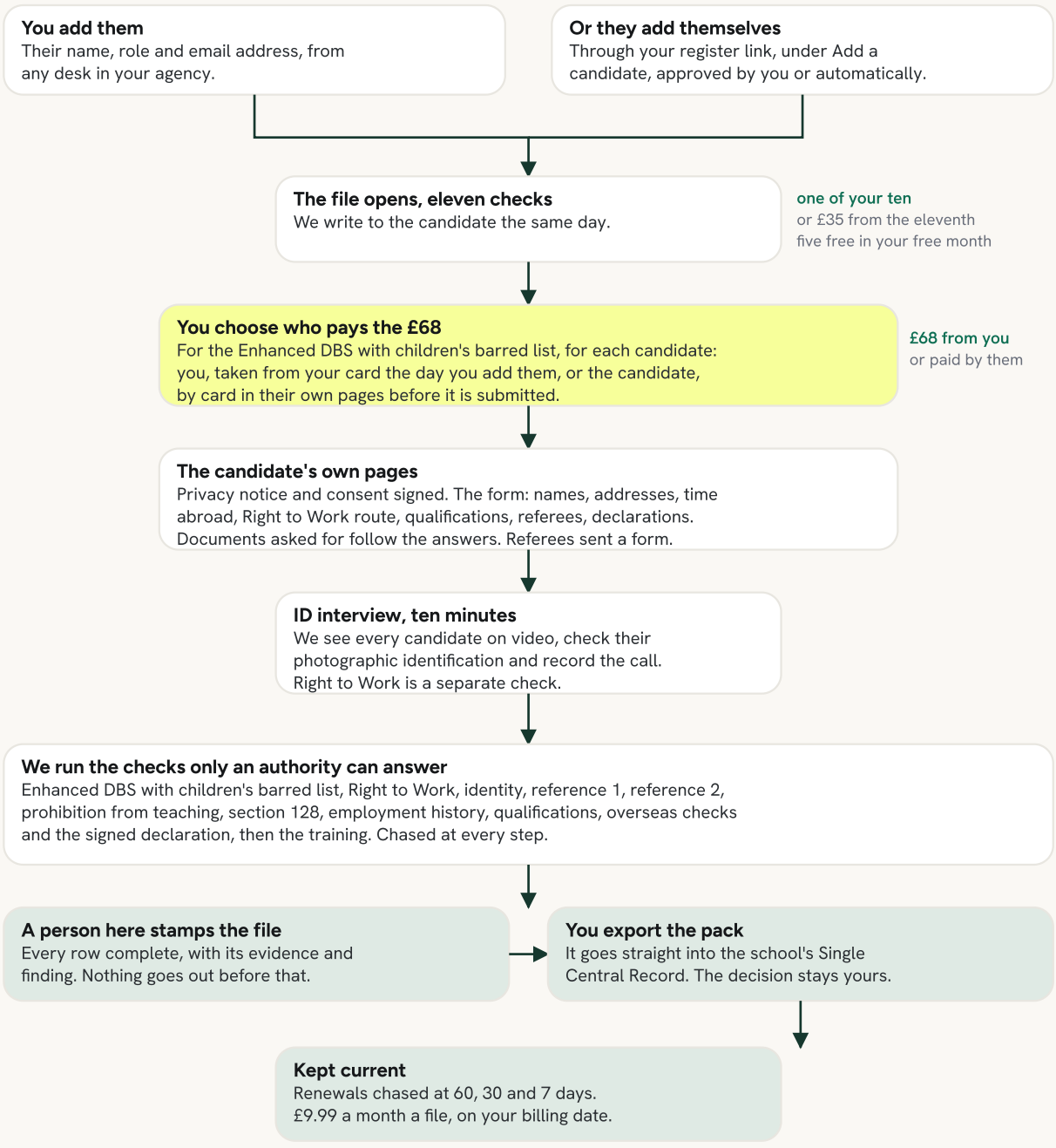
What we do not do

We do not find candidates for you or advertise your roles. No file goes to a school until a person here has stamped it, and nothing leaves without your approval.

ONE CANDIDATE

From added to cleared, and then kept current.

The yellow box is the one choice you make for each candidate: who pays the £68 for the Enhanced DBS with children's barred list. The green figures show where money is taken.



Where you come in

Twice: once to add or approve the candidate, and once to send the finished pack to the school. We do everything in between, and we tell you at each step what has come back.

WHAT WE CHECK

All eleven checks.

A check the role does not call for is recorded as not required, with the reason, because a blank fails an audit. The two courses every candidate completes follow the eleven, unnumbered.

	CHECK	WHAT WE DO	EVIDENCE HELD
1	**Enhanced DBS with children's barred list**	We apply through Quicker DBS, chase it and register the certificate on the Update Service where that applies.	Certificate number, issue date, Update Service status
2	**Right to Work**	A British or Irish passport through Quicker DBS, a Right to Work digital verification service provider, or held in person. A share code on the Home Office online service. Otherwise originals in person.	The route, the check date, and the result reference or the Home Office result
3	**Identity**	Confirmed through Quicker DBS, a certified identity service provider, where we can, or on the video call against the documents sent. We do not accept a photograph of a photograph.	Passport or photocard, plus two dated proofs of address
4	**Reference 1**	The first referee, emailed every working day and rung on day 5. Between them the references cover the last two years, and at least one is professional.	Referee name, role, organisation and the date the reference arrived
5	**Reference 2**	The second referee, on a row of its own. Where two do not cover the last two years we ask for more, and if one will not answer, for somebody else.	Referee name, role, organisation and the date the reference arrived
6	**Prohibition from teaching check**	Checked on Check a teacher's record, and dated.	Check date, qualified teacher status, any restriction and induction
7	**Section 128 check**	Run where the role calls for it. Where it does not, recorded as not required with the reason.	Check date and result, or the reason it is not required
8	**Employment history**	Ten years, from the candidate's own form. We go back to them where anything needs explaining. Gaps are fine once they are explained.	Dated history, each gap explained and each of 12 weeks or more verified
9	**Qualifications**	We see the certificates and record them against what the role requires.	Certificate, awarding body and level
10	**Overseas checks**	We work out from the employment history which countries need a check, so it is not left to the candidate.	Country, check type and date, or the reason it is not required
11	**Signed declaration**	Signed by the candidate with the rest of the file, dated and kept with it.	Signed, dated declaration
	Safeguarding training	Arranged where the candidate has none, then tracked through to renewal.	Certificate, level and expiry date
	Allergy and anaphylaxis awareness training	Arranged where the candidate has none, then tracked through to renewal. Required under Benedict's Law.	Certificate, provider and the date it was completed

Every document sits on the file with the date it was seen and who saw it, ready to export as the pack a school files.

THE MONEY

A free month and three prices after it, each with its trigger.

Your first month is free. Then the £350 for your ten clearances is taken in advance on your billing date, and every other charge when the thing it pays for happens. There is no setup fee, and once the plan has started, leaving takes 30 days' notice, and one last payment is taken in that time, your monthly plan and each file we keep up to date together: on your billing date if it falls inside the 30 days, or on the last day of your notice if it does not.

THE DAY YOU SAVE YOUR CARD

£0

your free month

Saving your card takes nothing from it and starts your free month. The first five candidates you add or approve in it are cleared free, and from the sixth each is £35, taken the day you add them.

Keeping files current is free that month too. If you close your account during it, the account closes at once and nothing more is charged.

ON YOUR BILLING DATE

£350

a month, ten clearances included

The day your free month ends is your billing date: £350 is taken that day for ten clearances, and on the same date every month after. The first ten candidates you add or approve in the billing period use them. A clearance covers the call, the eleven checks, the chasing and the pack.

From the eleventh, £35 the day you add them. Unused clearances expire at the end of the billing period and none roll over.

ON YOUR BILLING DATE

£9.99

a month, for each file kept current

Taken on your billing date for the period ahead, for every file we keep current. We chase renewals at 60, 30 and 7 days, rerun the Update Service status and recheck Right to Work when a visa ends.

No minimum. Two files is £19.98. Started part-way through a period, a file pays for the days left, on your next billing date. Stop it from their record, or they leave your books, and it is not charged from your next billing date.

THE DAY YOU ADD THEM, OR PAID BY THE CANDIDATE FIRST

£68

for each Enhanced DBS with children's barred list

It covers the statutory fee, the application and the chasing. You choose who pays: you, from your card the day you add them, or the candidate, by card before it is submitted.

If the application is never submitted, it is refunded in full, including where we check their certificate on the Update Service instead. Other statutory fees at cost.

Your card is typed into Stripe's own fields on our card step and the number never reaches us. You can set a spending cap on the billing screen.

WHAT IT COSTS AT YOUR SIZE

Three sizes of agency, against doing it in-house.

Each row is one month on the plan, with ten, twenty-five or fifty candidates added and a book of files kept current alongside them. Our column covers the clearances and the files kept current, and nothing else. The in-house column is what the same work costs in pay, and the last column is the difference. Every sum is printed so you can check it. The hours matter more than the money, because each one goes back into filling roles.

AGENCY SIZE	STAFFROOM24	DONE IN-HOUSE	YOU KEEP
10 added **60 kept current**	**£949.40** £350 for the ten bought on your billing date, with nothing past the tenth, plus 60 files at £9.99 each, £599.40	**£1,728.00** 80 hours of a consultant's time at £21.60 an hour: 10 files at 6 hours each and 60 kept current at 20 minutes a month	**£778.60** A month, and 80 hours of consultant time back on the desk, about 11 working days
25 added **150 kept current**	**£2,373.50** £350 for the ten bought on your billing date, plus 15 more at £35 each, £525.00, plus 150 files at £9.99 each, £1,498.50	**£6,235.46** Two compliance officers at £3,117.73 a month each, salary with employer's National Insurance and pension, for 200 hours of work	**£3,861.96** A month, and 200 hours of work off your desk, before the desks, software and cover two hires need
50 added **300 kept current**	**£4,747.00** £350 for the ten bought on your billing date, plus 40 more at £35 each, £1,400.00, plus 300 files at £9.99 each, £2,997.00	**£9,353.19** Three compliance officers at £3,117.73 a month each, salary with employer's National Insurance and pension, for 400 hours of work	**£4,606.19** A month, and 400 hours of work off your desk, before the desks, software and cover three hires need

How we worked out the in-house cost

A compliance officer is a salaried role. On £32,500 a year, employer's National Insurance at 15% above £5,000 and the 3% auto-enrolment pension take the cost to £37,412.80 a year, or £3,117.73 a month, before a desk, software, holiday cover and the fee to recruit them. At six hours a file and twenty minutes a month on each file kept current, one officer covers roughly twenty new files a month once renewals are counted, so past twenty you need two, and past forty, three. An agency adding fewer than fifteen a month doesn't hire: its consultants do the checking and the chasing between calls to schools, costed at £21.60 an hour: a consultant on £31,000 with the same on-costs.

Where the figures come from

A compliance officer in an education agency is paid around £30,000 to £35,000, and we've used the middle of that. A consultant's £31,000 is Glassdoor's September 2026 average for education recruitment consultants. The on-costs are HMRC's 2026-27 rates. The six hours a file is the conservative end of the ten to fifteen hours of compliance administration the industry puts on a booking. They're typical figures, not a quote: put your own in. The Enhanced DBS with children's barred list fee and the other statutory fees are the same whoever runs the check, and the employment decision, with the statutory excuse as employer, stays with your agency.

KEEPING FILES CURRENT

A cleared file goes out of date.

Safeguarding training expires, Update Service status has to be rerun, and the Right to Work check has to be repeated when a visa changes. We hold those dates and chase them, so a candidate you booked in September can still be put forward in June.

60 days

First reminder, to the candidate and to you. That leaves time to arrange the renewal without a rush.

30 days

Second reminder. We start following up the renewal with the candidate ourselves.

7 days

Third reminder, and the candidate is flagged as due on your dashboard.

On the day

The check moves to expired and the candidate is no longer shown as clear to present.

What the £9.99 pays for

It pays for the renewals. The renewals screen shows every date we are holding, what has been chased and when. The fee is taken in advance on your billing date for the period ahead. Stop it from the candidate's record: the chasing stops that day, and the file is not charged when your plan next renews.

REACHING US

A person answers within four working hours.

In your account

Support, in the side menu, raises a ticket about a candidate or your account. We answer every ticket within four working hours, and our own queue is ordered by that deadline.

By email

hello@staffroom24.com reaches the same people. A question about one candidate is better raised on their record, where we can see the whole file.

Ask Alex

Alex is your Staffroom24 assistant, on every screen, and can tell you where any file is up to. Anything that would leave the building comes back to you to approve first.

Before you start

Your candidate register link is under Add a candidate. Print it on a card or send it to someone. Anyone who registers through it waits for your approval, unless you choose there to open a file automatically: then their file opens as soon as they register, once your card is saved. Saving your card takes nothing from it and starts your free month, and the day the month ends becomes your billing date. Then invite the colleagues who work with you and add your first candidate.