

Right to work Policy

Right to Work Procedure for Recruiting Casual Staff

1. Pre-Employment Checks

- Initial Screening: During the interview, ask candidates to bring original documents proving their right to work in the UK.

2. Document Verification

- Check Original Documents: Verify the authenticity of the documents in the presence of the applicant. Acceptable documents include:
 - Passport
 - Biometric Residence Permit
 - [Other documents listed by the Home Office¹](#).
- Online Right to Work Check: [For those with a biometric residence permit, biometric residence card, or status under the EU Settlement Scheme, use the Home Office online service with a share code²](#).

3. Record Keeping

- Make Copies: Photocopy or scan the documents, ensuring the copies are clear and legible.
- Record the Date: Note the date the check was conducted on the copies.
- Retention: [Keep these records for the duration of the individual's employment and for two years after they stop working for you²](#).

4. Follow-Up Checks

- Time-Limited Right to Work: [If the employee has a time-limited right to work, schedule follow-up checks before their permission expires²](#).

5. Training and Awareness

- Staff Training: Train management staff on right to work checks and the importance of compliance.
- Regular Updates: Stay informed about changes in immigration laws and update procedures accordingly.

6. Compliance and Audits

Audits: Conduct regular audits to ensure all staff have the correct right to work documentation.