



Right to Work and Eligibility to Work Policy

1. Policy Statement

Swallow Hill Homes is committed to ensuring that all employees and applicable workers have the legal right to work in the United Kingdom before starting work and throughout their engagement, where required. The company will carry out right to work checks in a fair, consistent and non-discriminatory manner, in line with current Home Office guidance and the requirements of the Immigration, Asylum and Nationality Act 2006.

2. Purpose

The purpose of this policy is to set out the company's arrangements for checking, recording and reviewing right to work evidence. This supports compliance with legal duties and provides evidence for SSIP, Constructionline and other pre-qualification assessment requirements.

3. Responsibilities

The person responsible for implementing this policy is Rob Bailey, Director. They will ensure right to work checks are completed before work starts, records are retained securely, follow-up checks are arranged where required, and any concerns are escalated to senior management before the individual continues working.

4. Right to Work Checks

Before employment or work begins, Swallow Hill Homes will complete right to work checks for all people the company intends to employ or engage. The company will obtain acceptable evidence of the individual's right to work, check that the evidence is valid and relates to the person presenting it, confirm whether there are any work restrictions, and retain a clear record of the check. Where an individual has a permanent right to work in the UK, their acceptable documents or online right to work status will be checked before employment. Checks may be completed using a Home Office online check, an approved digital verification process where applicable, or a manual document check where permitted. Supporting identity checks may include passport, National Insurance number and driving licence checks where relevant; however, these do not replace the formal right to work check unless accepted under current Home Office requirements.

5. Records and Retention

Right to work records will be stored securely and only accessed by authorised persons. Records may include copies of acceptable documents, online check confirmations, share code results, Positive Verification Notices and related correspondence. Copies of all verified right to work documents, online check results, share code confirmations and any Positive Verification Notices will be retained securely for the duration of employment and for at least 2 years after the individual has left the company.



6. Follow-Up Checks

Where an individual has temporary or time-limited permission to work in the UK, Swallow Hill Homes will complete follow-up checks before the permission expires and confirm that the permission has been renewed before the person continues working. Where required, the company will use the Home Office Employer Checking Service to obtain confirmation of ongoing right to work and will retain any Positive Verification Notice received.

7. Non-Discrimination

Swallow Hill Homes will apply the same right to work process to all applicants, employees and applicable workers regardless of nationality, race, colour, ethnicity or national origin. Checks will be completed consistently and objectively to avoid unlawful discrimination.

8. Review

This policy will be reviewed annually, or sooner if there are changes to legislation, Home Office guidance, company arrangements or SSIP/Constructionline requirements. Where applicable, Swallow Hill Homes will also apply a mechanism for periodic review of right to work status for workers, agency workers, temporary workers and seasonal workers, particularly where time-limited permission applies. Clients should adapt this document to reflect their own business activities, responsible persons and internal procedures before signing.

9. Supporting Guidance

The detailed Home Office acceptable-document lists can change over time. For this reason, clients should not rely on copied document lists within this policy. Instead, Swallow Hill Homes should check the current Home Office right to work guidance before completing checks and should retain evidence of the check completed.

As a minimum, the company should be able to demonstrate that it has checked the individual's identity, confirmed their right to work, considered any restrictions on the type or hours of work permitted, retained a record of the check, and completed follow-up checks where time-limited permission applies.

Where there is uncertainty about an individual's right to work, Swallow Hill Homes should use the Home Office Employer Checking Service, obtain and retain any Positive Verification Notice where applicable, and seek appropriate HR or legal advice before allowing the person to continue working.

9. Declaration and Sign-Off

Rob Bailey, Director, 05-09-2026