

Staff File Contents

Full Name: **Position:**

Status: **Part time** **Full time**

Start Date:

Contents

- 1. Staff Profile, Recent Photograph, ID Documentation
- 2. Application Form, Interview Evidence, References, Employee Contract
- 3. DBS Certificate, Right to Work Check
- 4. Proof of Address e.g Utility bill, Bank details, Proof of Qualifications/ Certificates
- 5. Proof of Mandatory Training, Induction Training Record, Staff Training Updates
- 6. Staff Consent(s), Availability, Sickness Record, Annual Leave Record
- 7. Shadowing Record, Spot Checks, Appraisal Record
- 8. Correspondence, Compliments Received
- 9. Complaints Record, Disciplinary Record
- 10. Supervision Contract, Supervision Record

Continue to refer to the Essential Standards of Quality and Safety page 254, Schedule 3 in order to ensure that the appropriate information is available during a compliance review. This requirement is now in the Health and Social Care Act (Regulated Activities) Regulations 2014.

Data Protection

There are items of a very personal nature that should be deemed as "brown envelope" information and available only to those who should see it. e.g. DBS information available only to Registered Manager, Local Authority Contracts, Monitoring, Care Quality Commission and anyone else through a court order process.

Right to Work Check – <https://www.gov.uk/legal-right-work-uk>