

Appendix 6: Staff File

Staff file

There must be a file for each member of staff. The file should include;

- Personal information – name, address, phone numbers, date of birth, any medical conditions affecting employment
- Application form and interview notes
- Emergency contact details
- Job description and person specification
- Contract
- Copy of their qualifications
- Payroll information - Hourly rate of pay, Tax and NI contributions
- National insurance number and tax code
- Eligibility to work in the UK - <https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version>
- Signed code of conduct
- Record of sickness /unauthorised absence
- Annual leave record
- Record of training attended
- Expiry dates of any renewable training/professional memberships
- Confirmation that the staff member has read and understood the appropriate policies
- The annual health declaration (A copy is provided at the end of this section)
- Reference number of DBS checks
- Record of supervision
- Copies of certificate showing professional qualifications relevant to the role held

Guidance must be sought from relevant professional organisations for specific timescales for record retention.

<https://earlyyears.blog.gov.uk/2022/09/30/committee-run-childcare-what-you-need-to-know/>