

RECORD OF SAFER R

All checks must be cor

Position & Date of Commencement with GO	Identity Checks				
	Name	Dob	Address	ID Check Documents. Preferably the passport / birth certificate if no passport. Copies should be kept on file	ID Check Documents Seen Date and initials of person who received them.

Nazli Almira		17 Pollard House	Passport and	10/06/24 -TK
Baglar Mutlu	#####	122A Spa Road SE16 3FF	Biometric Card on file	

Sample Single Central Record

RECRUITMENT CHECKS FOR STAFF, HOMESTAYS AND VOLUNTEERS

Completed **before** employment commences / children are placed with families

DBS		Children's Barred List		Right to work in the UK		Overseas Check (Further checks for those living or working outside of the UK)	
Disclosure Number & Level (PVG in Scotland)	Original Certificate viewed by and date	Date Children's Barred List check undertaken	Name of person making checks and date	What evidence of right to work in UK was provided	Name of person making checks and date	Date of check and initials of checker (N/A to be used if not applicable)	Date received and initials of

Police check	Turkan			Passport	Turkan	N/A	
from Turkey	Kaya			Biometric	Kaya		Reference
seen	6/10/2024			Card			requested
on 10/06/24							

References		Medical Declaration	Induction Training
/date verified checker	Date received/date verified and initials of checker	Date Received	Date Completed

reference requested

6/10/2024 Completed
 Child Protecion
 training on
 6/21/2024
 Policy and
 procedures
 discussed
 including role
 of the back up
 Guardian

Sample Single Central Record

RECORD OF SAFEGUARDING TRAINING FOR ALL STAFF, HOMEST

Name	Position/Role within organisation	Level of training	Training provider
------	-----------------------------------	-------------------	-------------------

WAYS AND VOLUNTEERS

Date of training	Training renewal due	Annual update delivered
------------------	----------------------	-------------------------