

## **Schedule 2 of the 2013 Regulations**

### **Documents to be held in respect of each member of staff working within residential services for The Village Residence**

#### **DOCUMENTS TO BE HELD IN RESPECT OF THE PERSON IN CHARGE AND FOR EACH MEMBER OF STAFF**

1. Evidence of the person's identity, including his or her full name, address, date of birth and a recent photograph.
2. A vetting disclosure in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Act 2012.
3. Details and documentary evidence of any relevant qualifications or accredited training of the person.
4. A record of current registration details of professional staff subject to registration.
5. A full employment history, together with a satisfactory history of any gaps in employment.
6. Correspondence, reports, records of disciplinary action and any other records in relation to his or her employment.
7. Details of any previous experience (if any) of carrying on the business of a designated centre.
8. Two written references, including a reference from a person's most recent employer (if any). Where a format has been specified by the Chief Inspector the references should be in that format.

#### **In addition**

#### **Schedule 4.**

#### **Staff**

8. A record of all persons currently and previously employed at the designated centre, including in respect of each person so employed:
  - (a) the dates on which he or she commenced and ceased to be so employed;
  - (b) the position he or she holds at the designated centre, the work that he or she performs;
  - (c) a record of staff training.

9. A copy of the duty roster of persons working at the designated centre, and a record of whether the roster was actually worked.