Sample central record

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| **Start date** | **Identity** | **Role** |
| Name | Home address | Date of birth | Evidence (inc photo ID)& date seen | Checked by(NAME IN CAPS) | e.g. practitioner, volunteer, supply/agency staff |
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| **Name****(cont’d from above)** | **List 99****if applicable** | **DBS** | **Suitability under Childcare Act 2006**Yes/NoDate | **Recruitment checklist**  | **Right to work in UK** | **Overseas checks** |
| Check evidenced & date | Disclosure ref. number & issue date | Date seen.Checked by(NAME IN CAPS) | Risk assessment if required | Evidence and date seen | Checks requiredYes/No | Check evidenced & date |
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| **Name****(cont’d from above)** | **Qualifications** | **Safeguarding training** |
| Qualificationsrequired? Yes/No | Qualificationsevidenced &date seen | Date of last safeguarding training | Level of training, e.g. generalist, specialist | Length, e.g. 3 hours, 1day | Training provider, e.g. OSCB, school |
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\*Should include recent photographic identification and a record of date, evidence and name of witness.