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/No  Date | **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  required  Yes/No | Check evidenced & date |
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| **Name**  **(cont’d from above)** | **Qualifications** | | **Safeguarding training** | | | |
| Qualifications  required? Yes/No | Qualifications  evidenced &  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.