

## SCHEDULE 2

### Records to be kept

4. A record of all persons working at the service, which must include the following matters—
  - (a) full name and home address;
  - (b) date of birth;
  - (c) qualifications relevant to, and experience of, working with individuals;
  - (d) the dates on which the person commences and ceases to be so employed;
  - (e) whether the person is employed by the service provider under a contract of service, a contract for services, or otherwise than under contract, or is employed by someone other than the service provider;
  - (f) the position the person holds at the service, the work the person performs and the number of hours for which the person is employed each week;
  - (g) a copy of the person's birth certificate and passport (if any);
  - (h) a copy of each reference obtained in respect of the person;
  - (i) training undertaken by the person, their supervision and appraisal;
  - (j) records of disciplinary action and any other records in relation to the person's employment;
  - (k) a record of the date of the person's latest DBS certificate and whether there was any action taken as a result of the content of the certificate.