

Care Compliance System

Staff Personnel File Audit

Recruitment

- ☐ Application form complete
- ☐ Interview notes on file
- ☐ 2 References obtained

Checks

- ☐ DBS certificate number recorded
- ☐ Right to work in UK verified
- ☐ ID documents copied

Training

- ☐ Induction checklist complete
- ☐ Mandatory training certificates on file