

Personnel Files

1. The personnel files must be organised with dividers and be in chronological order.
2. Having completed the pre-employment checks in line with the Recruitment and Selection Policy, employee personnel files **must contain the following**:
 - Two references (one of which must be from the applicant's most recent employer and be provided by their line manager or headteacher) which the Academy and Trust considers to be satisfactory;
 - Signed hard copy of the application form or electronic application form sent via email;
 - Photocopies/scans of original documents confirming any educational and professional qualifications referred to in their application form or that is an essential criteria for the post;
 - Evidence of Identity, in most cases this is a copy of photo ID. If alternative identity checks were required, these must be kept in the file;
 - Confirmation of medical fitness and copies of any risk assessments completed as a result of the occupational health assessment;
 - Right to Work in the UK, usually a copy of the employee's passport or any other official checks and documentation;
 - If the DBS disclosure revealed a criminal record and a DBS risk assessment is required a copy of the risk assessment must remain on the personnel file;
 - Contract of Employment – Signed by the Trust Chief Executive Officer and Employee;
 - Conditional Offer of appointment letter;
 - All interview related information for the employee –, interview scoring template (including evidence of safeguarding questioning), records of observations and other tasks undertaken;
 - Copy of any amendment to contract letter, including hours, grade, pay etc;
 - Training records / certificates including Safer Recruitment;
 - Confirmation of the initial DBS check including issue date, DBS number, barred list date and check completed by/date;
 - Annual Declaration Forms.
 - HR will issue a pre-employment checks confirmation letter for all employees that joined the Trust during 2023 or later (or for new schools joining the Trust, any recruitment post conversion). The information this will contain confirms that Trust HR have completed these checks and is to be held in the file:

CHECK
ENHANCED DBS
CHILDREN'S BARRED LIST CHECK
REFERENCES
ONLINE SEARCH
PHYSICAL AND MENTAL FITNESS
RIGHT TO WORK IN UK
VERIFY QUALIFICATIONS
TEACHER STATUS
TEACHER PROHIBITION CHECK
CHILDCARE DISQUALIFICATION POLICY

It must not contain:

- The DBS certificate. The DBS number is recorded on the SCR;
- Any documentation of proof of address such as a bank statement or electrical bill must be returned to the member of staff or destroyed.
- It is very important that both the SCR and Personnel files are confidential. The SCR should be password protected and regularly backed up.
- The personnel files should be stored in a secure place and have restricted access