

SOUTHWARK SCHOOLS HR TEMPLATE

What to include in a school personnel file

	Document type	Notes	Date issued	Signature of issuer	Comments
RECRUITMENT & SELECTION	Job advert				
	Job description and person specification				
	Application form				
	Individual interview notes and assessments				
	Confidential declaration form (to be kept in a sealed envelope)				
PRE-EMPLOYMENT CHECKS	New starter form				
	Emergency contacts form				
	Identity check	<i>Must be obtained on or before first day of work.</i>			
	Compliance with the Immigration and Asylum Act 1996	<i>Must be obtained on or before first day of work.</i>			
	Barred list check confirmation (this can be requested with the DBS check)	<i>Must be obtained before first day of work.</i>			
	DBS application date				
	DBS certificate issue date	<i>Should not start without this. If start work, then need to have received other satisfactory checks and should not work unsupervised until satisfactory clearance.</i>			
	Evidence of checks where lived/worked outside UK	<i>Where relevant</i>			
	Childcare disqualification check	<i>Where relevant</i>			
	Reference 1, with notes of any conversation with referee	<i>Cannot commence work without satisfactory check – must be from last employer.</i>			
	Reference 2, with notes of any conversation with referee	<i>Cannot commence work without satisfactory check.</i>			
	Medical clearance				

	Conditional offer and any enclosures				
	Post-offer health reference				
	Qualification certificates	<i>See the originals and take a copy for the file</i>			
	Sponsorship letter (for those employees that are sponsored)	<i>Diarise dates for review</i>			
TEACHERS – CHECKS	Prohibition from teaching check				
	Teacher Agency registration				
	Confirmation of qualified teacher status				
PAY STATEMENTS	Annual Teachers Salary Statement	<i>This is statutory and needs to be provided every autumn term.</i>			
	Support Staff TTO calculator	<i>This needs to be completed when the employee starts work and then every April after that.</i>			
CONTRACTUAL INFORMATION	Statement of particulars / contract of employment and copy of all enclosures	<i>To be provided by no later than the first day of employment</i> <i>If fixed term contract, diarise review and end date</i>			
	Signed offer acceptance				
	Pre-employment and safeguarding checks – all relevant paperwork	<i>Complete SCR</i> <i>Set up as new starter on payroll system.</i>			
	Variation to contract – revised statement of particulars / contract of employment / letter of variation and any new job description and person specification	<i>All contractual changes should be documented and signed.</i>			
INDUCTION / PROBATION	Completed induction programme	<i>Use induction checklist.</i>			
	Probation forms – <i>Support Staff only</i>	<i>Diarise probation review dates.</i>			

PERFORMANCE MANAGEMENT	Interim and annual reviews	<i>This is statutory for teachers.</i>			
TRAINING	Safer recruitment (if involved in interviewing)	<i>Attendance certificate and complete training record.</i>			
	Child protection (whole school training)	<i>Complete training record.</i>			
	Other training	<i>Complete training record and certificates.</i>			
END OF EMPLOYMENT					
	Withdrawal of offer – all paperwork				
	Retirement – notification letter and all paperwork				
	Resignation – notification letter and all paperwork				
	Termination – all paperwork				
	Completed exit interview	<i>Diarise date for file destruction / add to bring-forward system</i>			
	File retention protocol followed				