**QUEEN’S UNIVERSITY BELFAST**

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Childcare Services

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**Staffing: Records**

1. Childcare Services hold a complete set of staff records in the Childcare site. These records are held securely and include:

* Application Form
* Copies of birth certificate, qualifications and references
* Confirmation of completed vetting and identity checks
* Any record of disciplinary action or any comments referred to HSE Trusts or the police which did not result in such action.
* Record of staff supervision and appraisal and
* Record of training completed and of current training needs.

Childcare Services work in partnership with the University Human Resources Department who forward information for file storage only when recruitment exercise is complete. A start date is agreed when “Confirmation of Vetting” notification has been received from the Trust.