

S4 Staff Personnel File

Policy

Extra Care Housing Service	Support at Home Service	OA Day Services	Residential Services	DMH Day Services	DMH Supported Living Services	Community Equipment Services	Shared Lives Service
✓	✓	✓	✓	✓	✓	✓	✓

To ensure all staff personnel files and confidential documentation is kept securely and in a systematic order.

Procedure

The file can be held electronically or as a hard copy.

The personnel file must be sectioned and the S4 Staff Personal details form (Appendix 1) must be completed and a photograph included. This form should be stored with the staff file.

It is the responsibility of the staff member to inform the line manager of any change to personal information.

Section 1 – Notification of appointment / termination.

- Insert copies of notification of appointment forms / termination forms / rota's as applicable, with the most recent form at the front.

Section 2 – Contract of employment.

- Insert a copy of all contracts of employment, with the most recent at the front. All contracts must be signed and dated.

Section 3 - References

- Insert copies of references, with the most recent at the front. It is mandatory that two references are required for new staff appointed after April 2002. For any staff appointed before April 2002, a note should be included in this section stating "This member of staff was employed pre April 2002". Only one reference is required for internal applicants. One of these references must have been authenticated by a telephone call with the date, time and manager / supervisor signature placed on the appropriate reference as proof of authorisation.

Section 4 – Application forms.

- Insert a copy of any application forms, with the most recent at the front.

Section 5 - Supervision / Appraisal

- Insert copies of supervisions, the supervision agreement, appraisals and reviews, with the most recent at the front.

Section 6 – Positive Attendance

- All completed positive attendance paperwork must be held within this section.

Section 7 – Annual leave.

- Insert a copy of the annual leave sheet if applicable.

Section 8 – Risk assessment & Manual Handling

- Insert copies of any relevant risk assessments, all completed manual handling training & development records.

Section 9 – General correspondence

- Insert any memos, letters, copy of driving licence if applicable, expenses forms etc.

Section 10 – Confidential information

- All correspondence relating to disciplinary, grievance and investigation must be placed in a sealed envelope or stored as a password protected file in this section. It is important to establish the following as part of the pre-assessment: past history of falls, past history of fractures, osteoporosis, current medication, any mobility aids that are required at initial visit.