| Name of setting: |  | | Date updated: | | |  | |  | |  | |  | |  | |  | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | Type | | Staff 1 | Staff 2 | | Staff 3 | | Staff 4 | | Staff 5 | | Staff 6 | | Staff 7 | |
| Role(s) | |  | |  |  | |  | |  | |  | |  | |  | |
| DBS check | |  | |  |  | |  | |  | |  | |  | |  | |
| **Qualification & Training** | | | | | | | | | | | | | | | | | |
| Level 2 | | Full & Relevant FY Qualification | |  |  | |  | |  | |  | |  | |  | |
| Level 3 | |  |  | |  | |  | |  | |  | |  | |
| Level 4 | |  |  | |  | |  | |  | |  | |  | |
| Level 5 | |  |  | |  | |  | |  | |  | |  | |
| Level 6 | |  |  | |  | |  | |  | |  | |  | |
| EYP | |  |  | |  | |  | |  | |  | |  | |
| Paediatric First Aid (3yrs) | | Leadership & management | |  |  | |  | |  | |  | |  | |  | |
|  | |  |  | |  | |  | |  | |  | |  | |
| Specialist Safeguarding (2yrs) | |  |  | |  | |  | |  | |  | |  | |
| Basic Food Hygiene | |  |  | |  | |  | |  | |  | |  | |
| SENCO training | |  |  | |  | |  | |  | |  | |  | |
| SEN code of practice | |  |  | |  | |  | |  | |  | |  | |
|  | |  |  | |  | |  | |  | |  | |  | |
|  | |  |  | |  | |  | |  | |  | |  | |
| General Safeguarding (3yrs) | | Core training | |  |  | |  | |  | |  | |  | |  | |
| Key Person Approach | |  |  | |  | |  | |  | |  | |  | |
|  | |  |  | |  | |  | |  | |  | |  | |
|  | |  |  | |  | |  | |  | |  | |  | |
|  | |  |  | |  | |  | |  | |  | |  | |
| Makaton | | SEND Training | |  |  | |  | |  | |  | |  | |  | |
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**Example of completed** **record**

| Name of setting: |  | | | Date updated: | Nov 2022 | May 2023 | Nov 2023 | May 2024 | Nov 2024 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | Type | Jean Simpson | John Smith | Denise Brown | Jen Green | Alison Grey | Alex Black | Sarah Jones |
| Role(s) | |  | Manager | Deputy Manager & SENCO | CLL | ‘Twos’ Champion | Room Lead | Practitioner |  |
| DBS check | |  | √ 2018 | √ 2022 | √ 2023 | √2019 | √2023 | √ 2024 | √ |
| DBS number | |  |  |  |  |  |  |  |  |
| **Qualification & Training** | | | | | | | | | |
| Level 2 | | Full & Relevant FY Qualification |  |  |  | 2022 |  |  |  |
| Level 3 | |  | 2021 | 2022 |  | 2023 | 2024 |  |
| Level 4 | |  |  |  |  |  |  |  |
| EYP | | 2020 |  |  |  |  |  |  |
| ILM 3 | | Leadership & management | 2023 |  |  |  |  |  |  |
| Early Years Tracking Tool (EYTT) | | 2023 | 2023 |  |  |  |  |  |
| Forest School (L2, L3) | |  |  |  |  |  |  |  |
| Supervision & Appraisal | |  |  |  |  |  | √ |  |
| Safer Recruitment | | √ |  |  |  |  | √ |  |
| Paediatric First Aid (3yrs) | | Core training | √ | √ |  |  |  |  |  |
| General Safeguarding (3yrs) | |  |  | √ |  |  |  |  |
| Basic Food Hygiene | |  |  |  |  |  |  |  |
| Peer to Peer Obs (using first/then board) | | SEND | March 2024 | March 2024 | Sept 2024 | Sept 2024 | Oct 2024 | Oct 2024 |  |
| Makaton | | Jan 2024 | Jan 2024 |  |  |  |  |  |
| EYT SEND briefing – Prem birth | |  |  |  | Nov 2024 | Nov 2024 | Nov 2024 |  |
| Autism – An introduction | |  |  |  |  |  |  |  |
| Trauma Informed Practice (NASEN video) | |  |  |  |  |  |  |  |