| 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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|  |  |  |  |  |  |  |  |
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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) |  |  |  |  |  |  |  |