

4

Complete, nothing due in 30 days

6

Action due within 30 days or in progress

2

Red flag: sent to the registered manager the same day

14

Reminders and referee chases sent this month (all logged)

Carer	Photo ID	Right to work	Enhanced DBS + barred list	Employment history & gaps	Reference 1	Reference 2	Reason left care roles	Qualifications / Care Certificate	Health declaration	Moving & handling	Safeguarding	Medication	Driving licence & insurance	Status	Note / next action
Carer 01 Senior carer · since Mar 2023	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Complete	
Carer 02 Care assistant · since Jun 2024	✓	!	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	—	Action due	Visa follow-up check due 14 Nov
Carer 03 Care assistant · since Sep 2025	✓	✓	✓	✓	✓	!	✓	!	✓	✓	✓	✓	✓	Action due	Ref 2 chased 4 times (logged); Care Certificate due 30 Nov
Carer 04 Care assistant · since Jan 2022	✓	✓	✓	✓	✓	✓	✓	✓	✓	!	✓	✓	×	Red flag	Insurance expired 18 Oct; M&H due in 12 days
Carer 05 Team leader · since Aug 2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Complete	
Carer 06 Care assistant · since Oct 2026	✓	✓	!	!	✓	!	✓	!	✓	✓	✓	—	—	Action due	New starter: DBS applied 10 Oct; 6-month gap awaiting written explanation
Carer 07 Care assistant · since Feb 2025	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	×	✓	✓	Red flag	Safeguarding refresher expired 2 Oct
Carer 08 Senior carer · since May 2020	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Complete	
Carer 09 Care assistant · since Jul 2026	✓	✓	✓	✓	✓	✓	✓	!	✓	✓	✓	✓	—	Action due	Care Certificate in progress (week 9 of 12)
Carer 10 Care assistant · since Nov 2023	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Complete	
Carer 11 Care assistant · since Apr 2024	✓	✓	✓	✓	✓	✓	✓	✓	!	✓	✓	✓	✓	Action due	Health declaration review after return from sick leave
Carer 12 Care assistant · since Sep 2026	✓	✓	✓	✓	!	✓	✓	✓	✓	✓	✓	✓	✓	Action due	Ref 1 employer closed; attempts logged, manager to decide