

SCHEDULE 3

Regulation 13

Information to be supplied on an application for registration as a provider of social work services

PART 1

Information about the applicant

1. The name of the corporate body and the address of the registered office or principal office of the body.
2. The full name, date of birth, address and telephone number of the responsible individual.
3. Details of the professional or technical qualifications of the responsible individual and that individual's experience of providing relevant services in a social work service.
4. If the corporate body is a subsidiary of a holding company, the name and address of the registered or principal office of the holding company and of any other subsidiary of that holding company.
5. A reference from a bank expressing an opinion as to the applicant's financial standing.
6. A statement as to whether the responsible individual has been adjudged bankrupt, is a person in respect of whom a debt relief order has been made or sequestration of his estate has been ordered, or whether the responsible individual has made a composition or arrangement with, or granted a trust deed for, their creditors.
7. A statement as to the applicant's ability to ensure the financial viability of the service.
8. A business plan in respect of the service.
9. Details of the cash-flow or, where unavailable, predicted cash-flow in respect of the service.

PART 2

Information about the service and proposed arrangements under section 1 of the CYPA 2008

10. The name, address, telephone number, facsimile number (if any), and electronic mail address (if any) of the principal office of the corporate body.
11. Where the service is being operated from more than one site, the name, address, telephone number, facsimile number (if any), and electronic mail address (if any) of each site.
12. A statement of the proposed arrangements to be entered into with the local authority under section 1 of the CYPA 2008.
13. A copy of the safeguarding and whistleblowing policies in respect of the social work service.
14. A statement as to the accommodation, facilities and services which are to be provided by the service including the extent and, where appropriate, location of such accommodation, facilities and services and where the service is being operated at more than one site, details of the accommodation, facilities and services at each site.
15. The date on which the corporate body was established or is proposed to be established.
16. A statement as to the security arrangements, including arrangements for the purposes of—
 - (a) safeguarding access to information held by the service; and

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(b) restricting access from adjacent premises or, when the premises form part of a building, from other parts of the building.

17. The name and address of any other establishment or agency, of a description specified in section 4(8)(a) or (9)(a) of the Act or any holiday scheme for disabled children in which the applicant has or has had a business or financial interest, or at which the applicant is or has been employed, and details of such interest or employment.

18. Whether any other business is or will be carried on in the same premises as those of the service and, if so, details of that business.

19. A list of posts at the service and the duties and responsibilities attaching to each post.

PART 3

Further information about staff

20. Where a person, other than the applicant, is working at or intends to work at a social work service, information as to whether that person is related to any applicant in respect of the service, and their relationship.