

## SCHEDULE 2

Regulation 7, 9, 21

### INFORMATION AND DOCUMENTS TO BE OBTAINED IN RESPECT OF PERSONS CARRYING ON, MANAGING OR WORKING AT A RESIDENTIAL CARE HOME

1. Proof of the person's identity, including a recent photograph.
2. Either –
  - (a) where a certificate is required for a purpose relating to registration under Part III of the Order, or the position falls within section 115(3) or (4) of that Act, an enhanced criminal record certificate issued under section 115 of the Police Act 1997<sup>(1)</sup>;
  - (b) in any other case, a criminal certificate issued under section 113 of that Act, including, where applicable, the matters specified in sections 113(3EA) and 115(6EA)<sup>(2)</sup> of that Act and the following provisions once they are in force, namely section 113(3EC)(a) and (b) and section 115(6EB) (a) and (b)<sup>(3)</sup> of that Act.
3. Two written references relating to the person, including a reference from the person's present or most recent employer, if any.
4. Where a person has previously worked in a position whose duties involved work with children or vulnerable adults, so far as is reasonably practicable, verification of the reason why the employment or position ended.
5. Details and documentary evidence of any relevant qualifications or accredited training of the person and if applicable, registration with an appropriate professional regulatory body.
6. A full employment history, together with a satisfactory written explanation of any gaps in employment.
7. Evidence that the person is physically and mentally fit for the purposes of the work which he is to perform at the home or, where it is impracticable for the person to obtain such evidence, a declaration signed by the person that he is so fit.

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<sup>(1)</sup> 1997 c. 50

<sup>(2)</sup> Section 113(3EA) and 115(6EA) are inserted by S.I.2003/417 (N.I. 4) Article 17

<sup>(3)</sup> Section 113(3EC) and 115(6EB) are inserted by S.I. 2003/417 (N.I. 4) Article 47