

SCHEDULE 2

Regulations 6, 8, 25

INFORMATION AND DOCUMENTS REQUIRED IN RESPECT OF PERSONS SEEKING TO CARRY ON, MANAGE OR WORK AT A CHILDREN'S HOME

1. Proof of 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 the Police Act 1997⁽¹⁾ (enhanced criminal record certificates), an enhanced criminal record certificate issued under section 115 of that Act; or
 - (b) in any other case, a criminal record certificate issued under section 113 of that Act (criminal record certificates),

including, where applicable, the matters specified in sections 113(3EA) and 115(6EA) of that Act⁽²⁾ and section 113(3EC)(a) and (b) and section 115(6EB)(a) and (b) of that Act⁽³⁾.

3. Two written references, including a reference from the person's 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 reasonably practicable verification of the reason why the employment or position ended.
5. Documentary evidence of any relevant qualifications and accredited training.
6. A full employment history, together with a satisfactory written explanation of any gaps in employment.
7. In respect of a registered manager to whom regulation 8(2) applies or anyone who is a member of the care staff of a children's home, confirmation of current registration on a relevant register.

(1) 1997 c. 50. A position is within section 115(3) if it involves regularly caring for, training, supervising or being in sole charge of persons aged under 18. A position is within section 115(4) if it is of a kind specified in regulations and involves regularly caring for, training, supervising or being in sole charge of persons aged 18 or over

(2) Sections 113(3EA) and 115(6EA) are inserted by the Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003 (S.I.2003/417 (N.I. 4))

(3) Sections 113(3EC) and 115(6EB) are inserted by the Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003