
STATUTORY INSTRUMENTS

2003 No. 370

**SOCIAL CARE, ENGLAND
CHILDREN AND YOUNG PERSONS, ENGLAND**

The Local Authority Adoption
Service (England) Regulations 2003

Made - - - - 25th February 2003

Laid before Parliament 28th February 2003

Coming into force 30th April 2003

**THE LOCAL AUTHORITY ADOPTION
SERVICE (ENGLAND) REGULATIONS 2003**

PART I

GENERAL

1. Citation, commencement, application and interpretation
2. Statement of purpose
3. Children's guide
4. Review of statement of purpose and children's guide

PART II

MANAGERS

5. Appointment of manager
6. Fitness of manager
7. General requirements
8. Notification of offences

PART III

CONDUCT OF LOCAL AUTHORITY ADOPTION SERVICE

9. Arrangements for the protection of children
10. Staffing of agency
11. Fitness of workers
12. Employment of staff

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13. Staff disciplinary procedure
14. Arrangements for absence of manager
15. Records with respect to staff
16. Fitness of premises
17. Complaints
Signature

SCHEDULE 1 — INFORMATION TO BE INCLUDED IN THE STATEMENT OF PURPOSE

1. The aims and objectives of the local authority in relation...
2. The name and address of the manager.
3. The relevant qualifications and experience of the manager.
4. The number, relevant qualifications and experience of the staff employed...
5. The organisational structure of the adoption service.
6. The system in place to monitor and evaluate the provision...
7. The procedures for recruiting, preparing, assessing, approving and supporting prospective...
8. A summary of the complaints procedure established in accordance with...
9. The address and telephone number of the Commission.

SCHEDULE 2 — INFORMATION TO BE INCLUDED IN THE CHILDREN'S GUIDE

1. A summary of the statement of purpose.
2. A summary of the procedures where adoption is identified as...
3. A summary of the complaints procedures established in accordance with...
4. Details of how a child may have access to the...
5. The address and telephone number of the Commission.
6. The name, address and telephone number of the children's rights...

SCHEDULE 3 — INFORMATION REQUIRED IN RESPECT OF PERSONS SEEKING TO MANAGE OR WORK FOR THE PURPOSES OF THE ADOPTION SERVICE

1. Proof of identity including a recent photograph.
2. Either— (a) where the position falls within section 115(3) of...
3. Two written references, including a reference from the person's most...
4. Where a person has previously worked in a position whose...
5. Documentary evidence of any relevant qualification.
6. A full employment history, together with a satisfactory written explanation...

SCHEDULE 4 — RECORDS TO BE KEPT IN RELATION TO EACH PERSON WORKING FOR THE PURPOSES OF THE ADOPTION SERVICE

1. Full name.
2. Sex.
3. Date of birth.
4. Home address.
5. Qualifications relevant to, and experience of, work involving children.
6. The dates on which he commences and ceases to be...
7. Whether he is employed by the local authority under a...
8. His job description and whether he works full-time or part-time...

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9. Training undertaken by him, supervision, appraisal, disciplinary action (if any)...

Explanatory Note