

SCHEDULE 1

Regulation 2(1)

INFORMATION TO BE INCLUDED IN THE STATEMENT OF PURPOSE

1. The aims and objectives of the local authority in relation to the adoption service.
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 by the authority for the purposes of the adoption service.
5. The organisational structure of the adoption service.
6. The system in place to monitor and evaluate the provision of services to ensure that services provided by the adoption service are effective and the quality of those services is of an appropriate standard.
7. The procedures for recruiting, preparing, assessing, approving and supporting prospective adopters.
8. A summary of the complaints procedure established in accordance with section 26(3) of the Children Act 1989(1) and the Complaints Procedure Directions 1990(2).
9. The address and telephone number of the Commission.

SCHEDULE 2

Regulation 3(1)

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 the appropriate plan for a child.
3. A summary of the complaints procedures established in accordance with section 26(3) of the Children Act 1989 and the Complaints Procedure Directions 1990.
4. Details of how a child may have access to the services of an advocate who is independent of the authority to assist him in bringing a complaint under the complaints procedures referred to in paragraph 3.
5. The address and telephone number of the Commission.
6. The name, address and telephone number of the children's rights director(3).

(1) The Representations Procedure (Children) Regulations 1991 (S.I. 1991/894) as amended by S.I. 1991/2033, S.I. 1993/3069, S.I. 2001/2874 and S.I. 2002/546.

(2) Made by the Secretary of State, in the exercise of powers conferred by section 7B(3) of the Local Authority Social Services Act 1970.

(3) The children's rights director is established by section 6 of, and paragraph 10 of Schedule 1 to, the 2000 Act. His functions are prescribed in the National Care Standards Commission (Children's Rights Director) Regulations 2002 (S.I. 2002/1250).

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SCHEDULE 3

Regulations 6(2)(c) and 11(3)(d)

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 the Police Act 1997(4) 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 the Police Act 1997 including, where applicable, the matters specified in section 113(3A) or 115(6A) of that Act(5).
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 included 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 qualification.
6. A full employment history, together with a satisfactory written explanation of any gaps in employment.

SCHEDULE 4

Regulation 15(1)

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

A record indicating in respect of 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 so employed.
7. Whether he is employed by the local authority under a contract of service or a contract for services, or is employed by someone other than the authority.
8. His job description and whether he works full-time or part-time and the number of hours for which he is employed by, or contracted to work for, the adoption service each week.
9. Training undertaken by him, supervision, appraisal, disciplinary action (if any) taken against him, complaints (if any) made against or concerning him and the outcome of such complaints and any other matters in relation to his employment for the purposes of the adoption service.

(4) 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.

(5) Sections 113(3A) and 115(6A) are inserted into the Police Act 1997 by section 8 of the Protection of Children Act 1999 (c. 14) and amended by sections 104 and 116 of, and paragraph 25 of Schedule 4 to, the 2000 Act.

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