

## SCHEDULE 1

Regulation 5(1)

### INFORMATION TO BE INCLUDED IN THE STATEMENT OF PURPOSE

1. The aims and objectives of the agency.
2. The name and address of the registered provider and, where applicable, the registered manager and the responsible individual.
3. Any conditions for the time being in force in relation to the registration under Part 2 of the 2000 Act of the registered provider and, if applicable, the registered manager.
4. The relevant qualifications and experience of the registered provider and, if applicable, the registered manager.
5. The number, relevant qualifications and experience of the staff working for the purposes of the agency.
6. A description of the organisational structure of the agency.
7. A description of the services offered by the agency.
8. The procedures for assessing the needs of those requesting adoption support services from the agency.
9. The system in place to monitor and evaluate the provision of services to ensure that the services provided by the agency are effective and the quality of those services is of an appropriate standard.
10. A summary of the complaints procedure.
11. The name, address and telephone number of the registration authority.

## SCHEDULE 2

Regulations 7(3)(c), 9(2)(c), 19(2)(d)

### INFORMATION REQUIRED IN RESPECT OF THE RESPONSIBLE INDIVIDUAL OR PERSONS SEEKING TO MANAGE OR WORK FOR THE PURPOSES OF AN AGENCY

1. Proof of identity including a recent photograph.
2. Either—
  - (a) where the certificate is required for a purpose relating to section 115(5)(ea) of the Police Act 1997 (registration under Part 2 of the 2000 Act)(1), or the position falls within section 115(3) of that Act(2), 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,including, where applicable, the matters specified in section 113(3A) or 115(6A) of that Act(3).
3. Two written references, including a reference from the person's most recent employer, if any.

(1) 1997 c. 50. Section 115(5)(ea) is inserted by the Care Standards Act 2000, section 104 (c.14).

(2) 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.

(3) Sections 113(3A) and 115(6A) are inserted by section 8 of the Protection of Children Act 1999 (c. 14) and amended by sections 102 and 104 of, and paragraph 25 of Schedule 4 to, the Care Standards Act 2000, section 135(2) and (3) of the Adoption and Children Act 2002 (c. 38) and Schedules 21 (paragraphs 72 and 73) and 22 (Part 3) to the Education Act 2002 (c. 32); sections 113 and 115 are repealed by the Serious Organised Crime and Police Act 2005, section 163(1) and Schedule 17, Part 2 (c.15).

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

- 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 3

Regulation 22(1)

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

A record indicating in respect of each person working for the purposes of the agency—

- 1. Full name.
- 2. Sex.
- 3. Date of birth.
- 4. Home address.
- 5. Qualifications relevant to, and experience of, working with persons receiving adoption support services and (in relation to an agency which provides adoption support services to children) qualifications relevant to, and experience of, work involving children.
- 6. The dates on which he commences and ceases to be employed by the agency.
- 7. Whether he is employed by the registered provider under a contract of service or a contract for services, or is employed by someone other than the registered provider, or is a volunteer.
- 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 registered provider 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 agency.

SCHEDULE 4

Regulation 24(1)

EVENTS AND NOTIFICATIONS

<i>Column 1</i>	<i>Column 2</i>				
<i>Event</i>	<i>To be notified to:</i>				
	<i>Registration authority</i>	<i>Primary Care Trust</i>	<i>Local Health Board</i>	<i>Relevant authority</i>	<i>Secretary of State</i>
Referral to Secretary of State pursuant to section 2(1)(a) of the Protection	Yes				

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

<i>Column 1</i>	<i>Column 2</i>				
<i>Event</i>	<i>To be notified to:</i>				
	<i>Registration authority</i>	<i>Primary Care Trust</i>	<i>Local Health Board</i>	<i>Relevant authority</i>	<i>Secretary of State</i>
of Children Act 1999 of an individual working for the agency					
Death or serious injury of a child in the course of receiving adoption support services from the agency	Yes	Yes	Yes	Yes	Yes (where death of a child)