

SCHEDULE 2

Regulations 5(3)(c), 7(2)(c), 22(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) or (4) of the Police Act 1997(**2**), an enhanced criminal record certificate issued under section 115 of that Act in respect of which less than 3 years has elapsed since it was issued; or
 - (b) in any other case, a criminal record certificate issued under sections 113 of that Act, in respect of which less than 3 years have elapsed since it was issued,including, to the extent permitted under the Police Act 1997 the matters specified in sections 113(3A) or (3C) or 115(6A) or (6B)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 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.

(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 in the Police Act 1997 by section 8 of the Protection of Children Act 1999 c. 14 and amended by sections 104, 106 and 116 of, and paragraph 25 of Schedule 4 to, the Care Standards Act 2000.