

SCHEDULE 3

Regulation 25(1)

RECORDS TO BE KEPT IN RELATION TO EACH PERSON  
WORKING FOR THE PURPOSES OF AN 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 or she commences and ceases to be so employed by the agency.
7. Whether he or she 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.
8. His or her job description and whether he or she works full-time or part-time and the number of hours for which he or she is employed by, or contracted to work for, the registered provider each week.
9. Training undertaken by him or her, supervision, appraisal, disciplinary action (if any) taken against him or her, complaints (if any) made against or concerning him or her and the outcome of such complaints and any other matters in relation to his or her employment for the purposes of the agency.