

SCHEDULE 2

Regulations 5,7,16

**INFORMATION REQUIRED IN RESPECT OF PERSONS SEEKING TO CARRY ON, MANAGE OR WORK AT A RESIDENTIAL FAMILY CENTRE**

1. Positive proof of identity.
2. Either —
  - (a) if the position falls within section 115(3) of the Police Act 1997(1), 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 in either case, the result of checks made in accordance with, as the case may be, section 113(3A) or 115(6A) of that Act.
3. Two written references, including a reference from the last employer, if any.
4. Where a person has previously worked in a position whose duties involved 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.
7. A police check being a report produced by or on behalf of a chief officer of police within the meaning of the Police Act 1996 which records, as at the time the report is produced, all criminal offences —
  - (a) for which the person had been convicted including convictions which are spent within the meaning of the Rehabilitation of Offenders Act 1974(2) and which may be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975(3); or
  - (b) in respect of which the person has been cautioned and which, at the time the caution was given, the person admitted.

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(1) 1997 c. 50. A position is within section 115(3) if it involves regularly caring for, training, supervising or the holder being in sole charge of persons aged under 18.

(2) 1974 c. 53

(3) S.I.1975/1023. Relevant amendments have been made by S.I. 1986/1249, S.I. 1986/2268 and S.I. 2001/1192.