
STATUTORY RULES OF NORTHERN IRELAND

2007 No. 221

HEALTH AND PERSONAL SOCIAL SERVICES

The Adult Placement Agencies
Regulations (Northern Ireland) 2007

Made - - - - 29th March 2007

Coming into operation 30th April 2007

THE ADULT PLACEMENT AGENCIES
REGULATIONS (NORTHERN IRELAND) 2007

PART 1

GENERAL

1. Citation and commencement
2. Interpretation
3. Statement of purpose
4. Service user's guide
5. Review of statement of purpose and service user's guide
6. Agency documents

PART II

REGISTERED PERSONS

7. Fitness of registered provider
8. Appointment of manager
9. Fitness of registered manager
10. Registered person — general requirements and training
11. Registered person — notification of offences

PART III

ADULT PLACEMENTS AND ADULT PLACEMENT CARERS
MAKING, MONITORING AND TERMINATION OF PLACEMENTS

12. Making of placements, placement agreements and limitation of placements
13. Monitoring and review of placements
14. Termination of placements

Status: This is the original version (as it was originally made).

ADULT PLACEMENT CARERS

15. Fitness of adult placement carers
16. Carer agreements
17. Adult placement carers — training
18. Adult placement carer handbook

SERVICE USER'S PLAN

19. Service user's plan

PART IV

CONDUCT OF ADULT PLACEMENT AGENCIES OPERATION OF ADULT PLACEMENT AGENCY

20. General conduct of adult placement agency
21. Records
22. Complaints
23. Review of quality of services
24. Improvement plan
25. Visits by registered provider
26. Staff views as to conduct of agency

PREMISES

27. Fitness of premises

STAFFING

28. Fitness of staff
29. Staffing
30. Employment of staff
31. Staff handbook

FINANCIAL MATTERS

32. Financial position

NOTICES TO BE GIVEN TO THE REGULATION AND IMPROVEMENT AUTHORITY

33. Notification of incidents
34. Notice of absence
35. Notice of changes
36. Appointment of liquidators etc.
37. Death of registered person

PART V
MISCELLANEOUS

- 38. Compliance with regulations
 - 39. Offences
 - 40. Transitional provisions
- Signature
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SCHEDULE 1 INFORMATION TO BE INCLUDED IN THE STATEMENT OF PURPOSE

- 1. A statement of the overall aims and objectives of the...
- 2. The name and address of the registered provider and of...
- 3. If the registered provider is not an organisation, his relevant...
- 4. If the registered provider is an organisation the name and...
- 5. The relevant qualifications and experience of any registered manager.
- 6. The number, relevant qualifications and experience of the staff working...
- 7. The status, constitution and organisational structure of the agency, which...
- 8. The age-range and sex of the service users in respect...
- 9. The range of needs that the agency is intended to...
- 10. The arrangements made for consultation with service users about the...
- 11. The arrangements made for contact between placements and their relatives,...
- 12. The arrangements for dealing with complaints.
- 13. The arrangements made for dealing with reviews of the service...

SCHEDULE 2 INFORMATION AND DOCUMENTS IN RESPECT OF PERSONS CARRYING ON, MANAGING OR WORKING FOR THE PURPOSES OF AN ADULT PLACEMENT AGENCY [EXCLUDING ADULT PLACEMENT CARERS]

- 1. Proof of the person's identity, including a recent photograph.
- 2. When Part V of the Police Act 1997 is commenced...
- 3. Two written references relating to the person, including a reference...
- 4. Where a person has previously worked in a position whose...
- 5. Documentary evidence of any relevant qualifications or accredited training of...
- 6. A full employment history, together with a satisfactory written explanation...
- 7. Evidence that the person is physically and mentally fit for...

SCHEDULE 3 INFORMATION AND DOCUMENTS IN RESPECT OF ADULT PLACEMENT CARERS

- 1. Proof of the person's identity, including a recent photograph.
- 2. When Part V of the Police Act 1997 is commenced...
- 3. Two written personal references from persons (not being relatives of...
- 4. A written reference from the person's present or most recent...
- 5. Details of health record.
- 6. Details of a check with the HSS trust in whose...

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7. Where a person has previously worked in a position whose...
8. Documentary evidence of any relevant qualification, including where appropriate a...
9. A full employment history, together with a satisfactory written explanation...
10. A letter from a mortgage lender or landlord (as the...
11. A copy of the assessment report in respect of the...
12. A written statement as to the suitability of a person...

SCHEDULE

RECORDS TO BE KEPT BY AN AGENCY

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1. Records
 2. An alphabetical index of all persons working for the purposes...
 3. An alphabetical index of all adult placement carers with whom...
 4. Other Records
- Explanatory Note