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STATUTORY RULES OF NORTHERN IRELAND

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**2007 No. 235**

**HEALTH AND PERSONAL SOCIAL SERVICES**

The Domiciliary Care Agencies  
Regulations (Northern Ireland) 2007

*Made* - - - - *4th April 2007*

*Coming into operation* *30th April 2007*

THE DOMICILIARY CARE AGENCIES  
REGULATIONS (NORTHERN IRELAND) 2007

PART 1

GENERAL

1. Citation and commencement
2. Interpretation
3. Prescribed services
4. Excepted undertakings
5. Statement of purpose
6. Service user's guide
7. Review of statement of purpose and service user's guide

PART II

REGISTERED PERSONS

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

*Changes to legislation: There are currently no known outstanding effects for the The Domiciliary Care Agencies Regulations (Northern Ireland) 2007. (See end of Document for details)*

### PART III

#### CONDUCT OF DOMICILIARY CARE AGENCIES

##### CHAPTER I

###### QUALITY OF SERVICE PROVISION

13. Fitness of domiciliary care workers supplied by an agency
14. Conduct of agency
15. Arrangements for the provision of prescribed services
16. Staffing
17. Staff handbook
18. Provision of information to service users
19. Disclosure of Information
20. Identification of workers
21. Records
22. Complaints
23. Assessment of quality of services
24. Improvement plan

##### CHAPTER 2

###### PREMISES

25. Fitness of premises

##### CHAPTER 3

###### FINANCIAL MATTERS

26. Financial position

##### CHAPTER 4

###### NOTICES TO BE GIVEN TO THE RQIA

27. Notice of absence
28. Notice of changes
29. Appointment of liquidators etc.
30. Death of registered person

### PART IV

#### MISCELLANEOUS

31. Compliance with regulations
32. Offences  
Signature

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1. A statement of the aims and objectives of the agency...
  2. The nature and range of the services which the agency...
  3. The name and address of the registered provider and of...
  4. The relevant qualifications and experience of the registered provider and...
  5. The range of qualifications of the domiciliary care workers supplied...
  6. The complaints procedure established in accordance with regulation 22.
  7. Status, constitution and organisational structure, which identify the lines of...
  8. A description of the agency's underlying ethos and philosophy of...
- SCHEDULE 2  
INFORMATION AND DOCUMENTS REQUIRED IN RESPECT OF REGISTERED PROVIDERS AND MANAGERS OF AN AGENCY
1. Proof of 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 the person has previously worked in a position which...
  5. Details and documentary evidence of any relevant qualifications or accredited...
  6. A full employment history, together with a satisfactory written explanation...
  7. Details of health record.
  8. If applicable, details of registration with, or membership of, any...
  9. Details of any professional indemnity insurance.
- SCHEDULE 3  
INFORMATION AND DOCUMENTS REQUIRED IN RESPECT OF DOMICILIARY CARE WORKERS
1. Name, address, date of birth and telephone number.
  2. Name, address and telephone number of next of kin
  3. Proof of identity, including a recent photograph.
  4. Two written references, relating to the person, including a reference...
  5. Where the person has previously worked in a position which...
  6. Evidence of a satisfactory knowledge of the English language, where...
  7. Details and documentary evidence of any relevant qualifications or accredited...
  8. A full employment history, together with a satisfactory written explanation...
  9. Details of physical and mental health record, including immunisation status....
  10. A statement by the registered provider, or the registered manager,...
  11. Details of any professional indemnity insurance.
  12. When Part V of the Police Act 1997 is commenced...
- SCHEDULE 4  
RECORDS TO BE MAINTAINED FOR INSPECTION
1. Records relating to domiciliary care workers and service users
  2. Copies of any statement given to a service user setting...
  3. An alphabetical index of service users, including the full name,...
  4. An alphabetical index of domiciliary care workers supplied or available...
  5. Details of each supply of a domiciliary care worker to...

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6. Records relating to training and development of staff
7. Annual staff appraisals.
8. Other records
9. Details of every allegation of abuse, neglect or other harm...
10. Details of any physical restraint used on a service user...
11. The service user plan devised for each service user in...  
Explanatory Note

**Changes to legislation:**

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