

SCHEDULE

DETERMINATIONS UNDER SECTION 5 OF REFERENCES UNDER SECTIONS 2(1) AND 4(1) OF THE ACT

Information to be submitted with a reference

1. Where a reference is made by a referring body in terms of sections 2(1) and 4(1) of the Act, the following information shall, if known or available to the referring body, be submitted with that reference—

- (a) identity details relating to the individual, including the individual's full name and any other names by which the individual is, or has been known; any address or addresses at which the individual is or has been resident in the 10 years preceding the date of the reference; the individual's date and place of birth and National Insurance number;
- (b) information as to any checks carried out by the referring body to verify the individual's identity;
- (c) details as to the child care position held by the individual;
- (d) full details of the circumstances in which the referring body considers that the individual harmed a child or placed a child at risk of harm;
- (e) where the reference is made in terms of section 2(1) of the Act, details of any circumstance referred to in section 2(3) or (4) of the Act;
- (f) details of any investigation carried out by the referring body, any documentation relevant to that investigation and the conclusions of such investigation;
- (g) information as to any relevant disciplinary policies or practices or conditions of employment of the referring body;
- (h) details of all relevant action taken by the referring body prior to making the reference;
- (i) information as to the involvement of any other organisation or body in matters relating to the reference; and
- (j) details of any associated disciplinary appeal or legal proceedings.