

## SCHEDULE 1

Regulation 3(1)

Prescribed information for the purposes of sections 3(1) and (2), 4, 5 and 6(2) of the Act

1. Identity details relating to the individual including—
  - (a) the individual's full name and any other names by which the individual is known, or has been known;
  - (b) the most recent address for the individual and date of last written contact with the individual at that address;
  - (c) any other addresses at which the individual is or has been resident in the past 10 years preceding the date of the referral;
  - (d) the individual's date and place of birth;
  - (e) the individual's gender; and
  - (f) the individual's National Insurance number.
2. Details of any checks carried out by the referring body to verify the individual's identity.
3. The individual's scheme membership number.
4. Details of the individual's registration with, or reference to, any regulatory body including, where appropriate, the individual's registration number with the regulatory body and whether the regulatory body has been notified of the conduct which is the subject of the referral and the intention to make a referral under sections 3(1) or (2), 4, 5 or 6(2) of the Act.
5. Details as to whether the referral is in relation to an individual who is or has been doing (or has been offered or supplied for) regulated work with children, regulated work with adults, or both.
6. Contact details for the referring body, details of the services provided by the referring body and details of whether the referring body is—
  - (a) a body corporate or unincorporated;
  - (b) an individual who, in the course of a business, employs or otherwise gives work to other persons;
  - (c) the governing body, trustees, or other person or body of persons responsible for the management of a school, a body listed in schedule 2 to the Further and Higher Education (Scotland) Act 2005(1), or a hostel used mainly by pupils attending a school;
  - (d) a charity.
7. Details of the regulated work done by the individual, the position and responsibilities of the individual at the time of the conduct which is the subject of the referral, and the employment history of the individual.
8. Details of any other current or previous regulated work done by the individual with the referring body or any other organisation.
9. Details of the circumstances in which the referring body considers that a referral ground in section 2(a) or (b) of the Act has been met in relation to the individual, including—
  - (a) a description of the conduct including, if engaged in more than once, the frequency of the conduct and period of time during which the conduct took place and how the conduct came to the attention of the referring body;
  - (b) details of any previous conduct dealt with by the referring body or any other organisation;

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(1) 2005 asp 6.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

- (c) details of the relationship between the individual and the child or protected adult if any involved in the conduct;
  - (d) the age and gender of the child or protected adult if any involved in the conduct;
  - (e) details of the impact of the conduct on the child or protected adult involved if any and on any other child or any other protected adult present.
- 10.** Details of any action taken, decisions made or any other circumstances as referred to in sections 3(1), 3(2), 4, 5 or 6(1) of the Act which apply in the instant case.
- 11.** Details of any regulated work code of practice, rules, guidance or standards of the referring body at the time of the conduct giving rise to the referral and at the time of the referral.
- 12.** Any relevant disciplinary policies or practices or conditions of employment of the referring body.
- 13.** Details of any investigation carried out by the referring body or any other organisation, including any documentation relevant to that investigation and the conclusions of that investigation.
- 14.** Details of the involvement of any other organisation or personnel supplier in matters relating to the referral (including any regulatory body, police or court involvement).
- 15.** Details of any associated disciplinary appeal proceedings or legal proceedings, including copies of any decisions reached in those proceedings and—
- (a) if the proceedings are internal to the referring body, details of the current stage, any likely future stages and expected date of conclusion of the proceedings, including any appeal;
  - (b) otherwise, details of the organisation involved in the proceedings with contact details.