

SCHEDULE 2

Regulation 3(2)

Prescribed information for the purposes of section 8(1) 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) 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 regulatory 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.
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 regulatory body.
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 employment history of the individual.
8. Details of any other current or previous regulated work done by the individual.
9. Details of the circumstances in which the referring regulatory 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 regulatory body;
 - (b) details of any previous conduct dealt with by the referring regulatory body, or the organisation for whom the individual is doing or has done regulated work, or the personnel supplier which offers or supplies the individual for regulated work, or any other organisation;
 - (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 if any involved and on any other child or any other protected adult present.
10. Any relevant disciplinary policies or practices or conditions of registration with the referring regulatory body.
11. Details of any investigation carried out by the referring regulatory body, including any documentation relevant to that investigation and the conclusions of that investigation.

Status: This is the original version (as it was originally made).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

12. Details of the involvement of any other organisation or personnel supplier in matters relating to the referral (including any police or court involvement).

13. The documentation relating to, or the conclusions of, any investigation carried out by—

- (a) any organisation for whom the individual is doing or has done regulated work;
- (b) any personnel supplier which offers or supplies the individual for regulated work;
- (c) any other organisation.

14. 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 regulatory 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.