
STATUTORY INSTRUMENTS

2003 No. 367

**CHILDREN AND YOUNG
PERSONS, ENGLAND AND WALES
SOCIAL CARE, ENGLAND AND WALES**

The Voluntary Adoption Agencies and the Adoption
Agencies (Miscellaneous Amendments) Regulations 2003

Made - - - - 25th February 2003

Laid before Parliament 28th February 2003

Coming into force 30th April 2003

**THE VOLUNTARY ADOPTION AGENCIES AND
THE ADOPTION AGENCIES (MISCELLANEOUS
AMENDMENTS) REGULATIONS 2003**

PART I

GENERAL

1. Citation, commencement and interpretation
2. Application for registration under Part II of the Act
3. Statement of purpose
4. Review of statement of purpose

PART II

REGISTERED PROVIDERS, RESPONSIBLE INDIVIDUALS AND MANAGERS

5. Fitness of registered provider
6. Appointment of manager and branch manager
7. Fitness of manager and branch manager
8. Registered provider, manager and branch manager — general requirements
9. Notification of offences

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PART III
CONDUCT OF AGENCIES

10. Arrangements for the protection of children
11. Complaints
12. Complaints — further requirements
13. Staffing of agency
14. Fitness of workers
15. Employment of staff
16. Staff disciplinary procedure
17. Records with respect to staff
18. Fitness of premises

PART IV
MISCELLANEOUS — AGENCIES

19. Notifiable events
20. Financial position
21. Notice of absence
22. Notice of changes
23. Appointment of liquidators etc.
24. Compliance with regulations

PART V
MISCELLANEOUS

25. Amendments to the Adoption Agencies Regulations 1983
Signature

SCHEDULE 1 — INFORMATION TO BE INCLUDED IN THE STATEMENT OF PURPOSE

1. The aims and objectives of the agency.
2. The name and address of the registered provider, the responsible...
3. Any conditions for the time being in force in relation...
4. The relevant qualifications and experience of the manager and branch...
5. The number, relevant qualifications and experience of the staff working...
6. The organisational structure of the agency.
7. The system in place to monitor and evaluate the provision...
8. The procedures for recruiting, preparing, assessing, approving and supporting prospective...
9. A summary of the complaints procedure.
10. The name, address and telephone number of the registration authority...

SCHEDULE 2 — INFORMATION REQUIRED IN RESPECT OF THE RESPONSIBLE INDIVIDUAL OR PERSONS SEEKING TO MANAGE OR WORK FOR THE PURPOSES OF AN AGENCY

1. Proof of identity including a recent photograph.
2. Either— (a) where the position falls within section 115(3) of...
3. Two written references, including a reference from the person's most...
4. Where a person has previously worked in a position whose...

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5. Documentary evidence of any relevant qualification.
6. A full employment history, together with a satisfactory written explanation...

SCHEDULE 3 — RECORDS TO BE KEPT IN RELATION TO EACH PERSON
WORKING FOR THE PURPOSES OF THE AGENCY

1. Full name.
2. Sex.
3. Date of birth.
4. Home address.
5. Qualifications relevant to, and experience of, work involving children.
6. The dates on which he commences and ceases to be...
7. Whether he is employed by the registered provider under a...
8. His job description and whether he works full-time or part-time...
9. Training undertaken by him, supervision, appraisal, disciplinary action (if any)...

SCHEDULE 4 — EVENTS AND NOTIFICATIONS

Explanatory Note