SCHEDULE 4

Regulation 13

Documents to be supplied on an application for registration as a provider of social work services

Documents concerning applicant

- 1. The responsible individual's birth certificate.
- **2.** Certificates or other suitable evidence relating to the responsible individual's professional or technical qualifications, so far as such qualifications are relevant to providing a social work service.
- **3.**—(1) Subject to sub-paragraph (2), a report by a general medical practitioner as to whether the responsible individual is physically and mentally fit to provide a social work service.
- (2) Where the responsible individual is unable to obtain the report referred to in sub-paragraph (1), a statement by the responsible individual as to their state of physical and mental health.
 - **4.** In relation to the responsible individual
 - (a) where that individual is or will be engaging in activity which is regulated activity within the meaning of Schedule 4 to the SVGA 2006, an enhanced certificate issued under section 113B of the PA 1997, including, as applicable, suitability information relating to children (as defined in section 113BA(2) of that Act) or suitability information relating to vulnerable adults (as defined in section 113BB(2) of that Act);
 - (b) where that individual is or will be engaging in activity which is not regulated activity relating to children within the meaning of Schedule 4 to the SVGA 2006 but is regulated activity relating to children within the meaning of that Schedule as it had effect immediately before the coming into force of section 64 of the POFA 2012, an enhanced certificate issued under section 113B of the PA 1997;
 - (c) where that individual is or will be engaging in activity which is not regulated activity relating to adults as defined in Part 2 of Schedule 4 to the SVGA 2006 but is or will be working with adults, as defined in regulation 5(B) of the Criminal Records Regulations 2002, an enhanced certificate issued under section 113B of the PA 1997.
 - 5. A copy of each of its last two annual reports (if any) of the body corporate.
- **6.** Where the organisation is a subsidiary of a holding company, the name and address of the registered or principal office and the last two annual reports (if any) of the holding company and of any other subsidiary of that holding company.
 - 7. The last annual accounts (if any) of the body.
- **8.** A certificate of insurance for the applicant in respect of liability which may be incurred by the applicant in relation to the provision of a social work service.

Disclosure and barring service checks

- **9.**—(1) A statement confirming that—
 - (a) the documents specified in sub-paragraph (2) have been issued—
 - (i) in the case of any applicant, to every person, other than the applicant, who works, or is intended to work, for the purposes of the service; and
 - (ii) to the responsible individual; and
 - (b) the applicant will make the documents available for inspection by HMCI if HMCI so requires.
- (2) The following documents are specified—

- (a) where that individual is or will be engaging in activity which is regulated activity within the meaning of Schedule 4 to the SVGA 2006, an enhanced certificate issued under section 113B of the PA 1997, including, as applicable, suitability information relating to children (as defined in section 113BA(2) of that Act) or suitability information relating to vulnerable adults (as defined in section 113BB(2) of that Act);
- (b) where that individual is or will be engaging in activity which is not regulated activity, relating to children within the meaning of Schedule 4 to the SVGA 2006 but is regulated activity relating to children within the meaning of that Schedule as it had effect immediately before the coming into force of section 64 of the POFA 2012, an enhanced certificate issued under section 113B of the PA 1997;
- (c) where that individual is or will be engaging in activity which is not regulated activity relating to adults as defined in Part 2 of Schedule 4 to the SVGA 2006 but is or will be working with adults, as defined in regulation 5(B) of the Criminal Records Regulations 2002, an enhanced certificate issued under section 113B of the PA 1997.