

## SCHEDULE 2

Regulations 2(1) and 30

### Records to be kept

1. In respect of each individual—
  - (a) full name;
  - (b) date of birth;
  - (c) whether the person is—
    - (i) a child who may be adopted, their parent or guardian;
    - (ii) a person wishing to adopt a child;
    - (iii) an adopted person, their parent, birth parent, former guardian or related person;
  - (d) description of support requested;
  - (e) description of need for support along with any assessment of that need;
  - (f) description of support provided;
  - (g) whether the support is provided on behalf of a local authority under regulations made under section 3(4)(b) of the 2002 Act;
  - (h) plans including—
    - (i) adoption support plans;
    - (ii) care and support plans;
    - (iii) placement plans;
  - (i) reviews of plans referred to in sub-paragraph (h).
2. A record of any charges by the service provider to individuals for the provision of support and any additional services.
3. A record of all complaints made by individuals or their representatives or by persons working at the service about the operation of the service, and the action taken by the service provider in respect of any such complaint.
4. A record of all persons working at the service, which must include the following matters—
  - (a) full name and home address;
  - (b) date of birth;
  - (c) qualifications relevant to, and experience of, working with individuals;
  - (d) the dates on which the person commences and ceases to be so employed;
  - (e) whether the person is employed by the service provider under a contract of service, a contract for services, or otherwise than under contract, or is employed by someone other than the service provider;
  - (f) the position the person holds at the service, the work the person performs and the number of hours for which the person is employed each week;
  - (g) a copy of the person's birth certificate and passport (if any);
  - (h) a copy of each reference obtained in respect of the person;
  - (i) training undertaken by the person, their supervision and appraisal;
  - (j) records of disciplinary action and any other records in relation to the person's employment;
  - (k) a record of the date of the person's latest DBS certificate and whether there was any action taken as a result of the content of the certificate.