

SCHEDULE 1

Regulation 3(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 individual, the manager and branch manager (if any).
3. Any conditions for the time being in force in relation to the registration of the registered provider under Part II of the Act.
4. The relevant qualifications and experience of the manager and branch manager (if any).
5. The number, relevant qualifications and experience of the staff working for the purposes of the agency.
6. The organisational structure of the agency.
7. The system in place to monitor and evaluate the provision of services to ensure that the services provided by the agency are effective and the quality of those services is of an appropriate standard.
8. The procedures for recruiting, preparing, assessing, approving and supporting prospective adopters.
9. A summary of the complaints procedure.
10. The name, address and telephone number of the registration authority.

SCHEDULE 2

Regulations 5(3)(c), 7(2)(c) and 14(3)(d)

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 the Police Act 1997⁽¹⁾, an enhanced criminal record certificate issued under section 115 of that Act; or
 - (b) in any other case, a criminal record certificate issued under section 113 of that Act,including, where applicable, the matters specified in section 113(3A) or 115(6A) of that Act⁽²⁾.
3. Two written references, including a reference from the person's most recent employer, if any.
4. Where a person has previously worked in a position whose duties included work with children or vulnerable adults, so far as reasonably practicable, verification of the reason why the employment or position ended.
5. Documentary evidence of any relevant qualification.
6. A full employment history, together with a satisfactory written explanation of any gaps in employment.

(1) 1997 c. 50. A position is within section 115(3) if it involves regularly caring for, training, supervising or being in sole charge of persons aged under 18.

(2) Sections 113(3A) and 115(6A) are added to the Police Act 1997 by section 8 of the Protection of Children Act 1999 (c. 14) and amended by sections 104 and 116 of, and paragraph 25 of Schedule 4 to, the Act.

Status: This is the original version (as it was originally made).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

SCHEDULE 3

Regulation 17(1)

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

A record indicating in respect of 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 so employed.
7. Whether he is employed by the registered provider under a contract of service or a contract for services, or is employed by someone other than the registered provider.
8. His job description and whether he works full-time or part-time and the number of hours for which he is employed by or contracted to work for, the registered provider each week.
9. Training undertaken by him, supervision, appraisal, disciplinary action (if any) taken against him, complaints (if any) made against or concerning him and the outcome of such complaints and any other matters in relation to his employment for the purposes of the agency.

SCHEDULE 4

Regulation 19(1)

EVENTS AND NOTIFICATIONS

| Column 1 <i>Event:</i> | Column 2 <i>To be notified to:</i> | | | | | |
|--|---------------------------------------|--|----------------|----------------|--------------------|--------------------|
| | Registration Authority | Secretary of State | Placing Agency | Area Authority | Primary Care Trust | Local Health Board |
| Death of child placed for adoption by the agency | Yes | Yes, if the registration authority is the Commission | | Yes | Yes | Yes |
| Referral to the Secretary of State pursuant to section 2(1)(a) of the Protection of Children Act 1999 of an individual | Yes | | | | | |

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| Column 1 Event: | Column 2 To be notified to: | | | | | |
|---|--------------------------------|--------------------|----------------|--|--------------------|--------------------|
| | Registration Authority | Secretary of State | Placing Agency | Area Authority | Primary Care Trust | Local Health Board |
| working for the agency | | | | | | |
| Serious illness of, or serious accident sustained by, a child placed for adoption by the agency | Yes | | | Yes | Yes | Yes |
| Any serious complaint about a prospective adopter approved by the agency where no child is placed for adoption with that prospective adopter | Yes | | | | | |
| Any serious complaint about a prospective adopter approved by the agency where a child is placed for adoption with that prospective adopter by the agency | Yes | | | Yes | | |
| Any serious complaint about a prospective adopter approved by | Yes | | Yes | Yes, if not notified as the placing agency | | |

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| Column 1 Event: | Column 2 To be notified to: | | | | | |
|---|--------------------------------|--------------------|----------------|----------------|--------------------|--------------------|
| | Registration Authority | Secretary of State | Placing Agency | Area Authority | Primary Care Trust | Local Health Board |
| the agency where a child is placed for adoption with that prospective adopter by another agency | | | | | | |
| Instigation and outcome of any child protection enquiry involving a child placed for adoption by the agency | Yes | | | Yes | | |