
STATUTORY INSTRUMENTS

2004 No. 2071

The Adult Placement Schemes (England) Regulations 2004

PART 4

CONDUCT OF ADULT PLACEMENT SCHEMES

CHAPTER 3

STAFFING

Fitness of staff

28. The registered person shall ensure that no person works for the purposes of the scheme unless—

- (a) he is of integrity and good character;
- (b) he has the qualifications, skills and experience necessary for the work he is to perform;
- (c) he is physically and mentally fit for that work; and
- (d) full and satisfactory information is available in relation to him in respect of the matters specified in Schedule 2.

Staffing

29.—(1) The registered person shall, having regard to the size of the scheme, its statement of purpose and the number and needs of service users and adult placement carers, take all reasonable measures to ensure that—

- (a) at all times there are an appropriate number of suitably qualified, skilled, and experienced staff employed for the purposes of the scheme; and
 - (b) appropriate information and advice are provided to staff about the needs of service users which may be met by the scheme;
- (2)** The registered person shall ensure that each member of staff—
- (a) is provided with a job description outlining his responsibilities;
 - (b) receives training and appraisal which is appropriate to his work;
 - (c) is enabled from time to time to obtain further qualifications appropriate to his or her work; and
 - (d) is appropriately supervised.

Employment of staff

30.—(1) The registered person shall—

- (a) ensure that all permanent appointments of persons to its staff are subject to the satisfactory completion of a period of probation;

- (b) operate a disciplinary procedure which, in particular—
 - (i) provides for suspension, and the taking of other action short of suspension, in relation to a member of staff where appropriate in the interests of service users and the proper operation of the scheme; and
 - (ii) provides that a failure on the part of a member of staff to report an incident of abuse, or suspected abuse, of a service user placed by the scheme to an appropriate person is a ground on which disciplinary proceedings may be instituted.
- (2) For the purposes of paragraph (1)(b)(ii), an appropriate person is the registered person, a police constable or an employee of the CSCI.

Staff handbook

- 31.**—(1) The registered person shall prepare a staff handbook and provide a copy of it to every member of staff.
- (2) The staff handbook shall include a statement as to—
 - (a) the conduct expected of staff, and disciplinary action which may be taken against them;
 - (b) the role and responsibilities of staff and adult placement carers;
 - (c) record keeping requirements;
 - (d) recruitment procedures; and
 - (e) training and career development opportunities and requirements.