

SCHEDULE 3

Regulation 18(1)

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

1. Proof of the persons identity including a recent photograph.

Commencement Information

I1 [Sch. 3 para. 1](#) in operation at 29.10.2010, see [reg. 1\(1\)](#)

2. In respect of each person working for the purposes of the agency, a record including, full name, sex, date of birth and home address.

Commencement Information

I2 [Sch. 3 para. 2](#) in operation at 29.10.2010, see [reg. 1\(1\)](#)

3. Two written references relating to the person, including a reference from the persons present or recent employer if any.

Commencement Information

I3 [Sch. 3 para. 3](#) in operation at 29.10.2010, see [reg. 1\(1\)](#)

4. Dates and documentary evidence of qualifications relevant to, and experience of work involving children.

Commencement Information

I4 [Sch. 3 para. 4](#) in operation at 29.10.2010, see [reg. 1\(1\)](#)

5. The dates on which he commences and ceases to be so employed.

Commencement Information

I5 [Sch. 3 para. 5](#) in operation at 29.10.2010, see [reg. 1\(1\)](#)

6. 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.

Commencement Information

I6 [Sch. 3 para. 6](#) in operation at 29.10.2010, see [reg. 1\(1\)](#)

7. 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.

Changes to legislation: There are currently no known outstanding effects for the The Voluntary Adoption Agencies Regulations (Northern Ireland) 2010, SCHEDULE 3. (See end of Document for details)

Commencement Information

17 [Sch. 3 para. 7](#) in operation at 29.10.2010, see [reg. 1\(1\)](#)

8. 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.

Commencement Information

18 [Sch. 3 para. 8](#) in operation at 29.10.2010, see [reg. 1\(1\)](#)

Changes to legislation:

There are currently no known outstanding effects for the The Voluntary Adoption Agencies Regulations (Northern Ireland) 2010, SCHEDULE 3.