

SCHEDULE 4

Regulation 15(1)

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

A record indicating in respect of each person working for the purposes of the adoption service—

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 local authority under a contract of service or a contract for services, or is employed by someone other than the authority.
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 adoption service 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 adoption service.