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STATUTORY INSTRUMENTS

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**2005 No. 2720**

**CHILDREN AND YOUNG PERSONS,  
ENGLAND SOCIAL CARE, ENGLAND**

The Adoption Support Agencies (England) and Adoption  
Agencies (Miscellaneous Amendments) Regulations 2005

*Made - - - - 30th September 2005*

*Laid before Parliament 7th October 2005*

*Coming into force*

*For the purposes of  
regulation 34 28th October 2005*

*For all other purposes 30th December 2005*

**THE ADOPTION SUPPORT AGENCIES (ENGLAND)  
AND ADOPTION AGENCIES (MISCELLANEOUS  
AMENDMENTS) REGULATIONS 2005**

PART 1

GENERAL

1. Citation, commencement and application
2. Interpretation
3. Prescribed services
4. Exceptions
5. Statement of purpose and children's guide
6. Review of statement of purpose and children's guide

PART 2

REGISTERED PROVIDERS, RESPONSIBLE INDIVIDUALS AND MANAGERS

7. Fitness of registered provider
8. Appointment of manager
9. Fitness of manager
10. Registered person – general requirements
11. Notification of offences

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### PART 3

#### CONDUCT OF AGENCIES

12. Arrangements for the protection of children
13. Provision of services
14. Records with respect to services
15. Adoption case records (adoption support agencies that were formerly adoption agencies)
16. Complaints
17. Complaints – further requirements
18. Staffing of agency
19. Fitness of workers
20. Employment of staff
21. Staff disciplinary procedure
22. Records with respect to staff
23. Fitness of premises

### PART 4

#### MISCELLANEOUS

24. Notifiable events
25. Financial position
26. Notice of absence
27. Notice of changes
28. Appointment of liquidators, etc.
29. Offences
30. Compliance with regulations

### PART 5

#### FEES, FREQUENCY OF INSPECTIONS AND REGISTRATION

31. Amendment of the National Care Standards Commission (Registration) Regulations 2001
32. Amendment of the National Care Standards Commission (Fees and Frequency of Inspections) (Adoption Agencies) Regulations 2003
33. Amendment of the Commission for Social Care Inspection (Fees and Frequency of Inspections) Regulations 2004

### PART 6

#### MISCELLANEOUS AMENDMENTS

34. Amendment of the Adoption Agencies Regulations 1983
35. Amendment of the Adoption Information and Intermediary Services (Pre-Commencement Adoptions) Regulations 2005  
Signature

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#### SCHEDULE 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 and, where...

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3. Any conditions for the time being in force in relation...
4. The relevant qualifications and experience of the registered provider and,...
5. The number, relevant qualifications and experience of the staff working...
6. A description of the organisational structure of the agency.
7. A description of the services offered by the agency.
8. The procedures for assessing the needs of those requesting adoption...
9. The system in place to monitor and evaluate the provision...
10. A summary of the complaints procedure.
11. The name, address and telephone number of the registration authority...

SCHEDULE 2 — 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 certificate is required for a purpose...
3. Two written references, including a reference from the person's most...
4. Where a person has previously worked in a position whose...
5. Documentary evidence of any relevant qualification.
6. A full employment history, together with a satisfactory written explanation...

SCHEDULE 3 — RECORDS TO BE KEPT IN RELATION TO 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, working with persons receiving...
6. The dates on which he commences and ceases to be...
7. Whether he is employed by the registered provider under a...
8. His job description and whether he works full-time or part-time...
9. Training undertaken by him, supervision, appraisal, disciplinary action (if any)...

SCHEDULE 4 — EVENTS AND NOTIFICATIONS

Explanatory Note