

SCHEDULE 3

Regulation 22(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, working with persons receiving adoption support services and (in relation to an agency which provides adoption support services to children) qualifications relevant to, and experience of, work involving children.
6. The dates on which he commences and ceases to be employed by the agency.
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, or is a volunteer.
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.