

SCHEDULE 2

Regulations 4 and 16

INFORMATION REQUIRED IN RESPECT OF PERSONS SEEKING TO ACT AS OR WORK FOR CHILD MINDERS OR PROVIDERS OF DAY CARE

1. Proof of identity including a recent photograph.
2. Either—
 - (a) where the certificate is required for a purpose relating to section 115(5)(e) of the Police Act 1997 (registration under Part XA of the Children Act 1989) **(1)** or the position falls within section 115(3) of the Police Act 1997**(2)**, an enhanced criminal record certificate issued under section 115 of that Act in respect of which less than three years have elapsed since it was issued; or
 - (b) in any other case, a criminal record certificate issued under section 113 of that Act in respect of which less than three years have elapsed since it was issued,including , where applicable, the matters specified in section 113(3A) or (3C) or 115(6A) or (6B) of that Act**(3)**.
3. Two written references, including a reference from the last employer, if any.
4. Where a person has previously worked in a position whose duties involved work with children or vulnerable adults, so far as reasonably practicable verification of the reason why the employment or position ended.
5. Documentary evidence of any relevant qualification.
6. A full employment history, together with a satisfactory written explanation of any gaps in employment.
7. Details of any criminal offences—
 - (a) Of which the person has been convicted, including details of any convictions which are spent within the meaning of section 1 of the Rehabilitation of Offenders Act 1974**(4)** and which may be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975**(5)**; or
 - (b) In respect of which the person has been cautioned by a police officer and which, at the time the caution was given, the person admitted.

(1) Section 115(5)(e) is amended by section 116 and paragraph 25 of Schedule 4 to the Care Standards Act 2000.

(2) A position is within section 115(3) if it involves regularly caring for, training, supervising or being in sole charge of persons aged under 18.

(3) Sections 113(3A) and 115(6A) are added to the Police Act 1997 by section 8 of the Protection of Children Act 1999 (c. 14) on a date to be appointed and amended by section 104 and 116 of, and paragraph 25 of Schedule 4 to, the Care Standards Act 2000 on a date to be appointed. The amendment under paragraph 25 has been brought into force in relation to England only. Sections 113(3C) and 115(6B) are added to the Police Act 1997 by section 90 of the Care Standards Act 2000 on a date to be appointed.

(4) 1974 c. 53.

(5) S.I. 1975/1023. Relevant amendments have been made by S.I. 1986/1249, S.I.1986/2268 and S.I.2001/1192.