

**2013 No. 000**

**SOCIAL CARE, ENGLAND**

**CHILDREN AND YOUNG PERSONS, ENGLAND**

**The Providers of Social Work Services (England) Regulations  
2013**

*Made* - - - - 2013  
*Laid before Parliament* 2013  
*Coming into force* - - 13th November 2013

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The Secretary of State, in exercise of the powers conferred upon him by sections 1(4A), 11(4), 12(2), 14(1)(d), 15(3) and (5), 16(1) and (3), 22(1), (2)(a) to (d) and (f) to (j), (5)(a) and (c), (7)(a)

to (d) and (g) to (j), 31(7), 35, 42(1), 118(5) to (7) of the Care Standards Act 2000<sup>(a)</sup>, and having consulted such persons as he considers appropriate<sup>(b)</sup>, makes the following Regulations.

## PART 1

### General

#### Citation, commencement and application

1.—(1) These Regulations may be cited as the Providers of Social Work Services (England) Regulations 2013 and come into force on 13th November 2013.

(2) These Regulations apply in relation to bodies corporate who have entered, or propose to enter, into arrangements with a local authority as providers of social work services under section 1 of the Children and Young Persons Act 2008, (the “social work service”).

#### Interpretation

2.—(1) In these Regulations—

“the Act” means the Care Standards Act 2000;

“the CYPA 2008” means the Children and Young Persons Act 2008;

“HMCI” means Her Majesty’s Chief Inspector of Education, Children’s Services and Skills;

“registered manager” means the person appointed in accordance with regulation 4(1);

“registered person” means the body corporate who is registered under Part 2 of the Act as the person providing the social work service;

“responsible individual” is to be construed in accordance with regulation 3(1)(a);

(2) In these Regulations, references to employing a person mean the registered person employing or allowing a person to work for the purposes of the service, whether or not for payment, and whether under a contract of service or a contract for services, and references to an employee or to a person being employed are to be construed accordingly.

## PART 2

### Fitness

#### Fitness of registered person

3.—(1) A body corporate (c) is not fit to provide a social work service unless -

- (a) the body has given notice to HMCI of the name, address and position in the body of an individual (in these Regulations referred to as “the responsible individual”) who is a director, manager, secretary or other officer of the body and is responsible for the supervision of the management of the service; and
- (b) that individual satisfies the requirements in paragraph (2).

(2) The requirements are that—

- (a) the person is of integrity and good character;

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(a) 200 c.14 (“the Act). The powers are conferred upon the “appropriate Minister” who is defined in section 121(1) of the Act, in relation to England, as the Secretary of State. See section 121(1) of the Act for the definitions of “prescribed” and “regulations”.

(b) See section 22(9) of the Act for the requirement to consult.

(c) Section 1 of the Children and Young Persons Act 2008 requires providers of social work services to be bodies corporate,

- (b) having regard to the size of the service, the person—
  - (i) has the experience, qualifications and skills necessary for carrying on the service;
  - (ii) is mentally and physically fit to carry on the service; and
- (c) the information in relation to the person in respect of each of the matters in Schedule 2 is available to HMCI.

### **Appointment of manager**

- 4.**—(1) The registered person must appoint an individual as manager.
- (2) The registered person must give notice without delay to HMCI of—
- (a) the name of the person appointed; and
  - (b) the date on which the appointment took effect.

### **Fitness of manager**

- 5.**—(1) A person must not manage a social work service unless that person is fit to do so.
- (2) A person is not fit to manage a service unless—
- (a) that person is of integrity and good character;
  - (b) having regard to the size of the service, the person—
    - (i) has the experience, qualifications and skills necessary for managing the service; and
    - (ii) is mentally and physically fit to manage the service.
- (3) The information in relation to the person in respect of each of the matters in Schedule 2 is available to the registered person and HMCI.
- (4) The registered manager must from time to time undertake such training as is appropriate to ensure that that person has the experience and skills necessary for managing the service.

### **Notification of offences**

- 6.** Where the responsible individual or registered manager is convicted of a criminal offence, whether in England and Wales or elsewhere, that person must give notice in writing, without delay, to HMCI of—
- (a) the date and place of the conviction;
  - (b) the offence for which they were convicted; and
  - (c) the penalty imposed in respect of the offence.

### **Staffing**

**7.** The registered person must ensure that, at all times, having regard to section 2 of the Children and Young Persons Act 2008 (a), and the size of the social work service, there is a sufficient number of suitably competent, experienced and trained employees.

### **Fitness of employees**

- 8.**—(1) A person may only be employed if that person is fit to be so.
- (2) For the purposes of paragraph (1), a person is not fit to be employed unless—
- (a) that person is of integrity and good character;

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(a) Section 2 of the Children and Young Persons Act 2008 provides for the functions to be discharged by or under the supervision of registers social workers

- (b) that person has the experience, skills and training necessary for the work which is to be performed;
  - (c) that person is mentally and physically fit for the purposes of the work to be performed; and
  - (d) subject to paragraph (3), the information in relation to that person in respect of each of the matters in Schedule 2 is available to the registered person and, on the basis of that information, the registered person is satisfied that there is no reason why that person should not be employed.
- (3) The registered person may permit a person to start working as an employee where—
- (a) the registered person has taken reasonable steps to obtain the information in respect of each of the matters in Schedule 2 in respect of that person, but the enquiries in relation to the matters in paragraphs 3 and 4 of Schedule 2 are incomplete;
  - (b) the information in relation to that person in respect of each of the matters in paragraphs 1 and 2 of Schedule 2 is available to the registered person and, on the basis of that information, the registered person is satisfied that there is no reason why that person should not start working as an employee;
  - (c) the registered person considers that the circumstances are exceptional; and
  - (d) pending receipt of any outstanding information, the registered person ensures that that person is appropriately supervised while that person is carrying out their duties.
- (4) The registered person must take reasonable steps to ensure that any person who is working at premises or a site used by the service to provide care or supervision of children or their families but who is not an employee is appropriately supervised while carrying out those duties.

#### **Employment of staff**

9. The registered person must—
- (a) provide all employees with a job description outlining their responsibilities;
  - (b) operate a disciplinary procedure with respect to employees; and
  - (c) ensure that all employees receive appropriate supervision and training.

#### **Fitness of premises**

- 10.—(1) The registered person must ensure that all premises or sites used to provide care or services directly to children or their families are—
- (a) of sound construction and kept in good structural repair externally and internally;
  - (b) suitably furnished and with adequate space to meet the needs of the users.
- (2) The registered person must ensure that all premises or sites contain appropriate facilities to safeguard access to information held by the service, and that access from adjacent premises or, when the premises form part of a building, from other parts of the building.

#### **Notice of changes**

- 11.—(1) The registered person must give notice in writing to HMCI without delay if an event in paragraph (2) takes place or is proposed to take place.
- (2) The events are—
- (a) there is a change of registered manager;
  - (b) the name or address of the registered person is changed;
  - (c) there is a change of director, manager, secretary or other similar officer of the registered person;
  - (d) the registered person is put up for sale;

- (e) there is a major change in the shares or other ownership of the registered person;
- (f) there is a change in the identity of the responsible individual

#### **Amendments to Fee regulations**

12. The amendments in Schedule 2 apply.

### **PART 3**

#### **Applications for Registration**

##### **Information and documents to be provided by an applicant**

13.—(1) An application for registration must —

- (a) be in writing on a form approved by the HMCI;
- (b) be sent or delivered to HMCI;
- (c) be accompanied by a recent photograph of the responsible individual, of whom the photograph shall be a true likeness;
- (d) give the information that the applicant is required to provide in accordance with paragraphs (2) to (4).

(2) Subject to paragraph (5), a person who is seeking to be registered to be a provider of social work services must provide to HMCI—

- (a) full information in respect of the matters set out in Parts 1 and 2 of Schedule 3 and if HMCI so requests full information in respect of the matters set out in Part 3 of that Schedule; and
- (b) the documents listed in Schedule 4.

(3) Subject to paragraph (5), a person who is seeking to be registered as a manager must provide to HMCI —

- (a) full information in respect of each of the matters set out in Part 1 of Schedule 3; and
- (b) the documents listed in Part 2 of that Schedule.

(4) Where a person has already provided full information in respect of any matter in relation to an earlier application for registration and that information has not changed, the person must inform HMCI of that fact and does not have to provide the information in respect of that matter.

(5) The applicant must provide to HMCI any other information or documents that HMCI may reasonably require in relation to the application for registration.

##### **Interview**

14. The responsible individual or prospective manager must, if HMCI so requests, attend an interview for the purpose of enabling HMCI to determine whether the applicant is fit to be a provider, or manager as the case may be, of social work services.

##### **Notice of changes**

15. The applicant must give notice to HMCI of any changes to the information or documents provided under this Part which occur after the application for registration is made and before it is determined.

### **Information as to staff engaged after application made**

16. Where an applicant applies for registration as a provider of social work services and, before the application is determined, engages a person to work the applicant must, in respect of each person so engaged—

- (a) obtain the information specified in Part 3 of Schedule 1 and the documents listed in paragraph 9 of Schedule 2; and
- (b) provide to HMCI, if requested, any of the information or documents which the applicant is required to obtain under sub-paragraph (a).

## **PART 4**

### **Registers and Certificates of Registration**

#### **Registers**

17.—(1) HMCI must keep a register of providers of social work services.

(2) The register must contain, in relation to each provider, the particulars specified in Schedule 5.

(3) The register may be kept in electronic form, provided that the information so recorded is capable of being reproduced in a legible form.

(4) When the register is being made available for inspection or a copy of, or extract from, that register is being provided under section 36(1) or (2) of the Act to a person other than a local authority, none of the particulars listed in paragraph 10 of Schedule 5 may be provided.

#### **Contents of certificate**

18. A certificate of registration issued by HMCI shall contain the following particulars—

- (a) the name, address and telephone number of HMCI;
- (b) the name and address of the registered provider;
- (c) the name of the responsible individual;
- (d) the name of the registered manager;
- (e) where the registration is subject to any condition, details of the condition;
- (f) the date of registration;
- (g) a statement, that if the agency is not carried on in accordance with the relevant requirements and any conditions, the registration is liable to be cancelled by HMCI;
- (h) a statement that the certificate relates only to the person to whom it is issued by HMCI and is not capable of being transferred to another person;
- (i) the address of the principal office and any branch of the agency.

#### **Return of certificate**

19. If the registration of a person is cancelled, that person must, not later than the day on which the decision or order cancelling the registration takes effect, return the certificate of registration to HMCI by—

- (a) delivering it to HMCI; or
- (b) sending it to HMCI by registered post or recorded delivery.

## PART 5

### Conditions and Reports

#### Application for variation or removal of a condition

20.—(1) In this regulation—

“application” means an application by the registered person or the registered manager under section 15(1)(a) of the Act for the variation or removal of a condition in relation to that person’s registration; and

“proposed effective date” means the date requested by the registered person or manager as the date on which the variation or removal applied for is to take effect.

(2) An application shall be—

- (a) made in writing on a form approved by HMCI;
- (b) sent or delivered to HMCI not less than six weeks before the proposed effective date or such shorter period (if any) before that date as may be agreed with HMCI; and
- (c) accompanied by the information specified in paragraph (3).

(3) The following information is specified—

- (a) the proposed effective date;
- (b) the registered person’s or manager’s reasons for making the application;
- (c) details of changes that the registered person or manager proposes to make in relation to the agency as a consequence of the variation or removal applied for, including details of—
  - (i) proposed structural changes to the premises that are for the purposes of the agency,
  - (ii) additional staff, facilities or equipment, or changes in management that are required to ensure that the proposed changes are carried into effect, and
  - (iii) any changes to the information listed in Part 2 of Schedule 1;

(4) The registered person or manager shall provide HMCI with any other documents or information that HMCI may reasonably require in relation to the application.

#### Report as to financial viability

21. If it appears to the registered person that the agency is likely to cease to be financially viable at any time within the next following six months, the registered person shall give a report to HMCI of the relevant circumstances.

#### Cancellation of registration

22. The following grounds are specified for the purposes of section 14(1)(d) of the Act as grounds on which HMCI may cancel the registration of a person in respect of an agency

- (a) that in the view of Ofsted there are persistent failings causing serious risks to the welfare of children;
- (b) that the registered person has failed to pay, at the time prescribed under section 16(3) of the Act, the annual fee payable by virtue of that subsection;
- (c) that the registered person or manager has in relation to any application—
  - (i) for registration; or
  - (ii) for the variation or removal of a condition in relation to the applicant’s registration, made a statement which is false or misleading in any material respect or provided false information; or
- (d) that the registered person has ceased to be financially viable, or is likely to cease to be so within the next six months.

## Application for cancellation of registration

23.—(1) In this regulation—

“application for cancellation” means an application by the registered person or manager under section 15(1)(b) of the Act for the cancellation of that person’s registration;

“notice of application for cancellation” means a notice by the registered person or manager stating that they have made, or intend to make, an application for cancellation; and

“proposed effective date” means the.

(2) An application for cancellation shall be—

- (a) in writing on a form approved by HMCI;
- (b) sent or delivered to HMCI not less than three months before the proposed effective date or such shorter period (if any) before that date as may be agreed with HMCI; and
- (c) accompanied by the information specified in paragraph (4).

(3) If the registered person or manager makes an application for cancellation the registered person or manager shall, not more than seven days thereafter, give notice of the application for cancellation to each of the persons specified in paragraph (4)(d), other than a person to whom the registered person or manager has given such notice within three months before making the application for cancellation.

(4) The following information is specified—

- (a) the date proposed as the date on which the cancellation applied for is to take effect (“the proposed effective date”);
- (b) a statement as to the arrangements (if any) that have been made by the registered person to ensure that on and after—
  - (i) the date of application for cancellation; and
  - (ii) the proposed effective date,

service users will continue to be provided with similar services as those provided to them by the agency at the date on which the application for cancellation is made;

- (c) the registered person’s or manager’s reasons for making the application for cancellation;
- (d) particulars of any notice of application for cancellation that has been given to any of the following persons—
  - (i) service users;
  - (ii) persons who appear to the registered person to be representatives of service users; and
  - (iii) the local authority with whom the provider is contracted to provide social work services;

(e) where the registered person has not given notice of an application for cancellation to—

- (i) each service user;
- (ii) in respect of each service user, a person who appears to the registered person to be a representative of that service user; and
- (iii) the local authority,

a statement as to whether there were any circumstances which prevented the registered person from giving, or made it impracticable for that person to give, notice of an application for cancellation to any of those persons or bodies before the date on which the registered person applied for cancellation;

- (f) where the registered person has applied for cancellation less than three months before the proposed effective date, a report as to whether the corporate body has ceased, or is likely to cease within the next following twelve months, to be financially viable.

(5) The registered person or manager shall provide HMCI with any other information or any documents that it may reasonably require in relation to the application for cancellation.

## PART 6

### Miscellaneous

#### Electronic transmission

24. Any document or information required to be sent or delivered to HMCI under these Regulations, apart from under regulation x, may be sent or delivered by transmitting the document or the information by any means of electronic communication to an electronic address, being an address which HMCI has provided as an address for the purposes of receiving such documents and information

#### Transitional provision

25. The parties to arrangements entered into by the local authorities listed in Article 3 of 2009/323, article 3 of 2010/2981 and Article 2 of 2011/2703 under section 1(1) of the Children and Young Persons Act as commenced by those orders, are deemed to be registered until November 2014 in accordance with these regulations.

Date

*Name*  
Parliamentary Under Secretary of State  
Department for Education

## SCHEDULES

### SCHEDULE 1

Regulation 3

### Information required in respect of persons seeking to carry on, manage or be employed to work at a social work service

1. Proof of identity, including a recent photograph.
2. Either—
  - (a) where the certificate is required for a purpose related to registration under Part 2 of the Act or the position falls within regulation 5A of the Police Act 1997 (Criminal Records) Regulations 2002(a), an enhanced criminal record certificate issued under section 113B of the Police Act 1997(b) which includes suitability information relating to children (within the meaning of

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(a) S.I. 2002/233. Regulation 5A of S.I. 2002/233 was inserted by S.I. 2006/748 and was amended by S.I. 2008/2143, S.I. 2009/1882, S.I. 2010/817, S.I. 2012/2114 and S.I. 2012/3006. There are other amendments to regulation 5A of S.I. 2002/233, but none are relevant to these Regulations.

(b) 1997 c.50 (“the 1997 Act”). Section 113B of the 1997 Act was inserted by section 163(2) of the Serious Organised Crime and Police Act 2005 (2005 c.15, “the 2005 Act”). Section 113B of the 1997 Act was amended by sections 79, 80, 82 and 115 of, and Schedules 9 and 10 to, the Protection of Freedoms Act 2012 (2012 c.9, “the 2012 Act”) and by S.I. 2012/3006. There are other amendments to section 113B of the 1997 Act, but none are relevant to these Regulations.

- section 113BA(2)(a) of that Act) and, where applicable, suitability information relating to vulnerable adults (within the meaning of section 113BB(2)(b) of that Act); or
- (b) in any other case, a criminal record certificate issued under section 113A(c) of the Police Act 1997.
3. Two written references, including a reference from the person's most recent employer, if any.
4. Documentary evidence of any relevant qualifications.

## SCHEDULE 2

Regulation 12

### Amendment of the Her Majesty's Chief Inspector of Education, Children's Services and Skills (Fees and Frequency of Inspections) (Children's Homes etc.) Regulations 2007

1. In regulation 2 (interpretation)—
- (a) after the definition of "existing provider" insert—
- ““providers of social work services ” has the same meaning as in the Care Standards Act 2000...”;
2. After regulation 7A (holiday practices for disabled children) insert—
- “Providers of social work services**
- 7B.**—(1) For the purposes of section 12(2) of the 2000 Act, the fee to accompany an application by a person seeking to be registered under Part 2 of the 2000 Act as the person who carries on a social work service shall be £ xxx.
- (2) For the purposes of section 12(2) of the 2000 Act, the fee to accompany an application by a person seeking to be registered under Part 2 of the 2000 Act as the person who carries on a social work service shall be £xxx.”.
3. After regulation 17A (xx) insert—
- “Providers of social work services**
- 17B.** The registered provider in respect of a social work service shall pay an annual fee of £ xxx.”.

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- (a) Section 113BA of the 1997 Act was inserted, in relation to England, Wales and Northern Ireland, by section 63(1) of, and paragraph 14 of Schedule 9 to, the Safeguarding Vulnerable Groups Act 2006 (2006 c.47, "the 2006 Act").
- (b) Section 113BB of the 1997 Act was inserted by section 63(1) of, and paragraph 14 of Schedule 9 to, the 2006 Act.
- (c) Section 113A of the 1997 Act was inserted by section 163(2) of the 2005 Act. Section 113A of the 1997 Act was amended by sections 79, 80 and 115 of, and Schedules 9 and 10 to, the 2012 Act and by S.I. 2012/3006. There are other amendments to section 113A of the 1997 Act, but none are relevant to these Regulations.

Information to be supplied on an application for registration as a provider  
of social work services

PART 1

Information about the applicant

1.—a) the name of the corporate body and the address of the registered office or principal office of the body;

- (a) the full name, date of birth, address and telephone number of the responsible individual;
- (b) details of the professional or technical qualifications of the responsible individual and that individual's experience of providing social work services in establishment, agency or holiday scheme
- (c) if the corporate body is a subsidiary of a holding company, the name and address of the registered or principal office of the holding company and of any other subsidiary of that holding company

2.—a) a reference from a bank expressing an opinion as to the applicant's financial standing;

- (a) a statement as to whether the responsible person has been adjudged bankrupt, is a person in respect of whom a debt relief order has been made or sequestration of his estate has been ordered, or whether the responsible person has made a composition or arrangement with, or granted a trust deed for, their creditors;
- (b) a statement as to the applicant's ability to ensure the financial viability of the service;
- (c) a business plan in respect of the service;
- (d) details of the cash-flow or, where unavailable, predicted cash-flow in respect of the service.

PART 2

Information about the service and proposed arrangements under section 1 of the  
CYPA 2008

3. The name, address, telephone number, facsimile number (if any), and electronic mail address (if any) of the principal office of the corporate body

4. Where the service is being operated from more than one site, the name, address, telephone number, facsimile number (if any), and electronic mail address (if any) of each site.

5. A statement as to the accommodation, facilities and services which are to be provided by the service including the extent and, where appropriate, location of such accommodation, facilities and services and where the service is being operated at more than one site, details of the accommodation, facilities and services at each site.

6. The date on which the corporate body was established or is proposed to be established.

7. A statement as to the security arrangements, including arrangements for the purposes of—

- (a) safeguarding access to information held by the service and
- (b) restricting access from adjacent premises or, when the premises form part of a building, from other parts of the building.

8. The name and address of any other establishment or agency, of a description specified in section 4(8)(a) or (9)(a) of the Act or any holiday scheme for disabled children in which the

applicant has or has had a business or financial interest, or at which the applicant is or has been employed, and details of such interest or employment.

9. Whether any other business is or will be carried on in the same premises as those of the service and, if so, details of that business.

**10. Information about staff posts**

A list of staff posts at the service and the duties and responsibilities attaching to each post.

## PART 3

### Further information about staff

11. In respect of any person, other than the applicant, who works at, or is intended to work at the service or for the purposes of the service if the person is a relative of any person who has made an application in respect of the service their relationship to such person

## SCHEDULE 4

Regulation 13

### Documents to be supplied on an application for registration as a provider of social work services

#### Documents concerning applicant

1. The responsible individual's birth certificate.
2. Certificates or other suitable evidence relating to the responsible individual's professional or technical qualifications, so far as such qualifications are relevant to providing social work services
- 3.—(1) Subject to sub-paragraph (2), a report by a general medical practitioner as to whether the responsible individual is physically and mentally fit to provide social work services  
(2) Where the responsible individual is unable to obtain the report referred to in sub-paragraph (1), a statement by the responsible individual as to their state of physical and mental health.
4. In relation to the responsible individual —
  - (a) an enhanced criminal record certificate issued under section 113B of the Police Act 19971 which includes, as applicable, suitability information relating to vulnerable adults (as defined in section 113BB(2) of that Act) or suitability information relating to children (as defined in section 113BA(2) of that Act) or both; and
  - (b) the application for that certificate which was signed by HMCI.
5. A copy of each of its last two annual reports of the body corporate.
6. Where the organisation is a subsidiary of a holding company, the name and address of the registered or principal office and the last two annual reports (if any) of the holding company and of any other subsidiary of that holding company.
7. The last annual accounts (if any) of the body
8. A certificate of insurance for the applicant in respect of liability which may be incurred by the applicant in relation to the provision of social work services

#### Criminal record certificates in respect of staff

- 9.—(1) A statement confirming that—

- (a) the documents specified in sub-paragraph (2) have been issued—
    - (i) in the case of any applicant, to every person, other than the applicant, who works, or is intended to work, for the purposes of the service and
    - (ii) to the responsible individual; and
  - (b) the applicant will make the documents available for inspection by HMCI if HMCI so requires.
- (2) The following documents are specified—
- (a) where the position falls within regulation 5A(a) of the Police Act 1997 (Criminal Records) Regulations 2002, an enhanced criminal record certificate issued under section 113B of the Police Act 1997 which includes, as applicable, suitability information relating to vulnerable adults (as defined in section 113BB (2) of that Act) or suitability information relating to children (as defined in section 113 BA(2) of that Act), or both; or
  - (b) in any other case, a criminal record certificate issued under section 113A3 of the Police Act 1997.

## SCHEDULE 5

Regulation 5

### Information and documents to be supplied on an application for registration as the manager

#### PART 1

##### **Information**

1. The applicant's full name, date of birth, current address and telephone number.
2. Where applicable, any other addresses the applicant has lived at within five years of making the application.
3. Details of the applicant's professional or technical qualifications, and experience so far as such qualifications and experience are relevant to providing social work services
4. Details of the applicant's professional training relevant to carrying on or managing social work services
5. Details of the applicant's employment history, including the name and address of their present employer and of any previous employers.
6. Details of any business the applicant carries on or manages or has carried on or managed.
7. The name and addresses of two referees—
  - (a) who are not relatives of the applicant;
  - (b) each of whom is able to provide a reference as to the applicant's competence to manage social work services and
  - (c) one of whom has employed the applicant for a period of at least 3 months, but the requirement for the name and address of a referee who has employed the applicant for a period of at least 3 months does not apply where it is impracticable to obtain a reference from a person who fulfils that requirement.

## PART 2

### Documents

8. The applicant's birth certificate.
9. Certificates or other suitable evidence relating to the applicant's professional or technical qualifications, so far as such qualifications are relevant to providing social work services
- 10.—(1) Subject to sub-paragraph (2), a report by a general medical practitioner as to whether the applicant is physically and mentally fit to manage a social work service.  
(2) Where the applicant is unable to obtain the report referred to in sub-paragraph (1), a statement by the applicant as to the state of their physical and mental health.
- 11.—(1) An enhanced criminal record certificate issued under section 113B of the Police Act 1997 and, as applicable, suitability information relating to vulnerable adults (as defined in section 113BB(2) of that Act) or suitability information relating to children (as defined in section 113BA(2) of that Act) or both; and  
(2) the application for that certificate which was signed by HMCI.

## SCHEDULE 6

Regulation 17

### Particulars to be recorded in the registers kept by HMCI

1. The full name and address of each person registered
- 2.—a) the address of the registered office or principal office of the organisation;  
(a) the full names and addresses of any responsible individual.
3. The full name, address and telephone number of the service
4. The date of registration and of the issue of the certificate of registration and, where applicable, the date of any cancellation of registration.
5. The details of any conditions imposed on registration, any additional conditions imposed and any variation of any condition
6. The registration number.
7. A copy of the most recent inspection report.
8. Date and nature of any enforcement action being taken against the service
9. The date of the most recent inspection

### EXPLANATORY NOTE

*(This note is not part of the Regulations)*

These Regulations make provision about the regulation and registration of providers of social work services entering into arrangements with local authorities under section 1 of the Children and Young Persons Act 2008. [Section 1 comes fully into force on x November 2013 in accordance with commencement order no. 2013/xxx]

Regulations 3, 4, 5, 7, 8 and 9 make provision about persons who provide manage or work in the services, including provisions about the fitness and training of such persons. Regulation 6 provides for notification of offences

Regulation 11 deals with the giving of notices to Ofsted, and 12 provides for charges.

Part 3 of the Regulations deal with information and documents to be provided on application, Part 4 provides for the register to be kept by Ofsted, and Part 4 deals with conditions of registration and cancellations. Part 6 contains a regulation permitting electronic transmission and a regulation deeming those pilot arrangements already entered under the Children and Young Persons Act 2008 already registered

A full regulatory impact assessment of the effect that these Regulations will have on the costs of business and the voluntary sector is annexed to the Explanatory Memorandum which is available alongside these Regulations at [www.legislation.gov.uk](http://www.legislation.gov.uk).

DRAFT