Social care online applications: information for applicants

This is additional guidance for applicants applying online to register a social care establishment or agency.

Contents

Introduction

1. If you are applying to register online as a new establishment or agency, please read this information before you apply.

2. We are currently working to update our online system. While we do this, there are some workarounds you need to follow to help you to successfully submit your application. The workarounds and where you need to follow these steps are explained below.

3. For information about the application process and explanations of the terms used in this guidance, please refer to our 'Guide to registration for children's social care services'.[1]

Adoption support agencies

SC1 form

Applicant details section

4. Question B39 in the online form asks for a list of all the persons who are part of the registered provider, including any directors. **Do not** include directors in B39. Instead, you must upload a Word document that lists each director including their title, full name, date of birth, position and whether they are disqualified or not. You must upload this Word document, in the 'Supporting documentation' section against the heading 'Types of communication'.

Supporting documentation section

5. Your application must contain all of the documents in our 'Checklist for children's social care applications'.[2] Your application will not be accepted as complete and we will not start to process it until we have received all of the required documents.

6. The online system does not prompt you to submit all of the required documents. So, you must upload the:

   - 'Safeguarding policy' against the heading 'Behaviour management policy document'

   - 'Complaints procedure' with the 'Children's guide' (they will need to be uploaded as a single document).

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[1] Guide to registration for children's social care services (090020), Ofsted, 2017; www.gov.uk/government/publications/guide-to-registration-for-childrens-social-care-services.
[2] 'Checklist for children's social care applications' (170007), Ofsted, 2017; www.gov.uk/government/publications/become-a-childrens-social-care-provider-checklist.

7. Please upload blank Word documents against the headings 'Missing child policy' and 'Types of communication' as you are not required to submit these. If you need to tell us about any directors who are part of the registered provider (see paragraph 4 above), you can do so by putting this information on a Word document and uploading it against the heading 'Types of communication' instead of a blank document.

SC2 form

Fit person section

8. There are fit person questionnaires that are available on our website.[3] Please complete these questionnaires and **not** the 'fit person' questions in the SC2 form. Please insert 'N/A' into the text boxes for each of these online questions. The fit person questionnaires will be requested by your inspector when they contact you to confirm that your application is being processed. Your inspector will explain how to return the questionnaires.

Children's homes

SC1 form

Applicant details section

9. Question B39 in the form asks for a list of all the persons who are part of the registered provider, including any directors.

10. If your organisation's sole purpose is to carry on children's homes then you must list all directors in this section.

11. If your organisation has purposes other than carrying on children's homes, you must only list those directors who are involved in the carrying on of the children's homes in this section.

12. For all other directors, please upload a Word document which lists their title, full name, date of birth, position and whether they are disqualified or not. You must upload this Word document, in the 'Supporting documentation' section against the heading 'Types of communication'.

Supporting documentation section

13. Your application must contain all of the documents in our 'Checklist for children's social care applications'.[4] Your application will not be accepted as

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[3] www.gov.uk/government/publications/childrens-social-care-fit-person-assessment-questionnaires
[4] 'Checklist for children's social care applications' (170007), Ofsted, 2017;
www.gov.uk/government/publications/become-a-childrens-social-care-provider-checklist.

complete and we will not start to process it until we have received all of the required documents.

14. The online system does not prompt you to submit all of the required documents. So, you must upload the:

   ■ 'Safeguarding policy' and 'Bullying policy' with the 'Behaviour management policy' (they will need to be uploaded as a single document)

   ■ 'Complaints procedure' with the 'Children's guide' (they will need to be uploaded as a single document)

   ■ 'Location assessment' with the 'Missing child policy' (they will need to be uploaded as a single document).

15. Please upload a blank Word document against the heading 'Types of communication' as you are not required to submit this. If, however, you need to tell us about any directors who are part of the registered provider (who have not been listed in question B39), please do so by putting this information on a Word document and uploading it against the heading 'Types of communication', instead of a blank document.

SC2 form

Fit person section

16. There are fit person questionnaires that are available on our website.[5] Please complete these questionnaires and **not** the 'fit person' questions in the SC2 form. Please insert 'N/A' into the text boxes for each of these online questions. The fit person questionnaires will be requested by your inspector when they contact you to confirm that your application is being processed. Your inspector will explain how to return the questionnaires.

Independent fostering agencies

SC1 form

Applicant details section

17. Question B39 on the online form asks for a list of all the persons who are part of the registered provider, including any directors. **Do not** include directors in B39. Instead, you must upload a Word document that lists each director including their title, full name, date of birth, position and whether they are disqualified or not. You can upload this Word document, in the 'Supporting documentation' section against the heading 'Types of communication'.

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[5] www.gov.uk/government/publications/childrens-social-care-fit-person-assessment-questionnaires

Supporting documentation section

18. Your application must contain all of the documents on our 'Checklist for children's social care applications'.[6] Your application will not be accepted as complete and we will not start to process it until we have received all of the required documents.

19. The online system does not prompt you to submit all of the required documents. So, you must upload the:

    ■ 'Safeguarding policy' and 'Bullying policy' with the 'Behaviour management policy' (they will need to be uploaded as a single document)

    ■ 'Complaints procedure' with the 'Children's guide' (they will need to be uploaded as a single document).

20. Please upload a blank Word document against the heading 'Types of communication' as you are not required to submit this. However, if you need to tell us about any directors who are part of the registered provider (see paragraph 17), please do so by putting the information on a Word document and uploading it against the heading 'Types of communication', instead of a blank document.

SC2 form

Fit person section

21. There are fit person questionnaires that are available on our website.[7] Please complete these questionnaires and **not** the 'fit person' questions in the SC2 form. Please insert 'N/A' into the text boxes for each of these online questions. The fit person questionnaires will be requested by your inspector when they contact you to confirm that your application is being processed. Your inspector will explain how to return the questionnaires.

Residential family centres

SC1 form

Applicant details section

22. Question B39 on the online form asks for a list of all the persons who are part of the registered provider, including any directors. **Do not** include directors in B39. Instead, you must upload a Word document that lists each director including their title, full name, date of birth, position and whether they are

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[6] 'Checklist for children's social care applications' (170007), Ofsted, 2017; www.gov.uk/government/publications/become-a-childrens-social-care-provider-checklist.
[7] www.gov.uk/government/publications/childrens-social-care-fit-person-assessment-questionnaires

disqualified or not. Please upload this Word document, in the 'Supporting documentation' section against the heading 'Types of communication'.

Supporting documentation section

23. Your application must contain all of the documents on our 'Checklist for children's social care applications'.[8] Your application will not be accepted as complete and we will not start to process it until we have received all of the required documents.

24. The online system does not prompt you to submit all of the required documents. So, you must upload the:

   ■ 'Accident and missing resident procedure' against the heading 'Missing child policy'

   ■ 'Safeguarding policy' and 'Bullying policy' against the heading 'Behaviour management policy' (they will need to be uploaded as a single document)

   ■ 'Complaints procedure' with the 'Children's guide' (they will need to be uploaded as a single document).

25. You should upload a blank Word document against the heading 'Types of communication' as you are not required to submit this. However, if you need to tell us about any directors who are part of the registered provider (see paragraph 22), please do so by putting this information on a Word document and uploading it against the heading 'Types of communication', instead of a blank document.

SC2 form

Fit person section

26. There are fit person questionnaires that are available on our website.[9] Please complete these questionnaires and **not** the 'fit person' questions in the SC2 form. Please insert 'N/A' into the text boxes for each of these online questions. The fit person questionnaires will be requested by your inspector when they contact you to confirm that your application is being processed. Your inspector will explain how to return the questionnaires.

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[8] 'Checklist for children's social care applications' (170007), Ofsted, 2017; www.gov.uk/government/publications/become-a-childrens-social-care-provider-checklist.
[9] www.gov.uk/government/publications/childrens-social-care-fit-person-assessment-questionnaires

Voluntary adoption agencies

SC1 form

Applicant details section

27. Question B39 on the online form asks for a list of all the persons who are part of the registered provider, including any directors. **Do not** include directors in B39. Instead, you must upload a Word document that lists each director including their title, full name, date of birth, position and whether they are disqualified or not. Please upload this Word document, in the 'Supporting documentation' section against the heading 'Types of communication'.

Supporting documentation section

28. Your application must contain all of the documents on our 'Checklist for children's social care applications'.[10] Your application will not be accepted as complete and we will not start to process it until we have received all of the required documents.

29. The online system does not prompt you to submit all of the required documents. So, you must upload the:

■ 'Safeguarding policy' against the heading 'Behaviour management policy'

■ 'Complaints procedure' with the 'Children's guide' (they will need to be uploaded as a single document).

30. You should upload blank Word documents against the headings 'Missing child policy' and 'Types of communication' as you are not required to submit these. If, however, you need to tell us about any directors who are part of the registered provider (see paragraph 27), please do so by putting this information on a Word document against the heading 'Types of communication', instead of a blank document.

SC2 form

Fit person section

31. There are fit person questionnaires that are available on our website.[11] You must complete these questionnaires and **not** the 'fit person' questions in the SC2 form. Please insert 'N/A' into the text boxes for each of these online questions. The fit person questionnaires will be requested by your inspector when they contact you to confirm that your application is being processed. Your inspector will explain how to return the questionnaires.

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[10] 'Checklist for children's social care applications' (170007), Ofsted, 2017; www.gov.uk/government/publications/become-a-childrens-social-care-provider-checklist.
[11] www.gov.uk/government/publications/childrens-social-care-fit-person-assessment-questionnaires

Applications from local authorities or NHS trusts

32. If you are a local authority or an NHS trust applying to register an establishment or agency, you are not required to provide a financial reference, business plan, cash flow forecast, annual reports or annual accounts. You should upload a blank Word document under these headings as the online system will not allow you to submit your application otherwise.

Applications from partnerships

33. If you are applying to register an establishment or agency as a partnership, you must also include a copy of the agreement or a document that clearly establishes the partnership as a legal entity. You should upload this with the 'Business plan' (they will need to be uploaded as a single document).

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Piccadilly Gate
Store Street
Manchester
M1 2WD

T: 0300 123 1231
E: enquiries@ofsted.gov.uk
W: www.gov.uk/ofsted

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