

# Checklist: Children's social care application

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This is a checklist of documents that need to be completed/supplied if applying to register a new children's social care establishment or agency or to register the manager of an existing establishment or agency.

**Age group:** All

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**Table 1**

<b>Application to register a new establishment or agency</b>						
	<b>Adoption support agency</b>	<b>Children's home</b>	<b>Independent fostering agency</b>	<b>Residential family centre</b>	<b>Residential holiday scheme for disabled children</b>	<b>Voluntary adoption agency</b>
1. Application form SC1	Yes	Yes	Yes	Yes	Yes	Yes
2. The documents listed in table 2 for each relevant individual connected to your application	Yes	Yes	Yes	Yes	Yes	Yes
3. Statement of purpose	Yes	Yes	Yes	Yes	Yes	Yes
4. Equalities policy	Yes	Yes	Yes	Yes	Yes	Yes
5. Application fee	Yes	Yes	Yes	Yes	Yes	Yes
6. Copy of a certificate of insurance or written confirmation that insurance will be provided, for example a letter of intention and a quote for the provision of insurance	Yes	Yes	Yes	Yes	Yes	Yes
7. Children's or resident's guide	Yes	Yes	Yes	Yes	No	Yes

<b>Application to register a new establishment or agency</b>						
	<b>Adoption support agency</b>	<b>Children's home</b>	<b>Independent fostering agency</b>	<b>Residential family centre</b>	<b>Residential holiday scheme for disabled children</b>	<b>Voluntary adoption agency</b>
8. Copy of planning permission granted, a certificate of lawfulness or evidence that planning permission is not required	Yes	Yes	Yes	Yes	No	Yes
9. Financial reference <sup>1</sup>	Yes	Yes	Yes	Yes	Yes	Yes
10. Business plan <sup>1</sup>	Yes	Yes	Yes	Yes	Yes	Yes
11. Cash-flow forecast <sup>1</sup>	Yes	Yes	Yes	Yes	Yes	Yes
12. Last two annual reports, including, where applicable, reports for the holding company and the subsidiaries for that holding company <sup>2</sup>	Yes	Yes	Yes	Yes	Yes	Yes
13. Last two annual accounts <sup>2</sup>	Yes	Yes	Yes	Yes	Yes	Yes
14. Missing child policy	No	Yes	Yes	No	Yes	No
15. Accident and missing resident procedure	No	No	No	Yes	No	No
16. Safeguarding policy	Yes	Yes	Yes	Yes	Yes	Yes

<sup>1</sup> Not required for establishments or agencies run by a local authority or an NHS Trust. For applications from other types of trust, please see the information on page 4.

<sup>2</sup> Not required for establishments or agencies run by new companies, a local authority or an NHS Trust. For applications from other types of trust, please see the information on page 4.

Application to register a new establishment or agency						
	Adoption support agency	Children's home	Independent fostering agency	Residential family centre	Residential holiday scheme for disabled children	Voluntary adoption agency
17. Behaviour management policy (including restraint)	No	Yes	Yes	No	Yes	No
18. Prevention of bullying policy	No	Yes	Yes <sup>3</sup>	Yes	Yes	No
19. Complaints procedure	Yes	Yes	Yes	Yes	Yes	Yes
20. Location assessment	No	Yes	No	No	No	No

### An application from a partnership

This must also include a copy of the partnership agreement or a document that clearly establishes the partnership as a legal entity.

### An application from a trust (other than an NHS trust)

Instead of providing a financial reference, business plan, cash-flow forecast and the last two annual reports, trusts have the option to provide in writing from the local authority:

- assurance that they are content with the financial viability of the trust (this could be in the form of a service level agreement or a memorandum of understanding)
- what mechanisms they have in place to review the on-going performance of the trust, including their financial standing.

We also require the latest set of accounts.

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<sup>3</sup> For independent fostering agencies the prevention of bullying policy is not required in regulations but we expect the agency to provide this as good practice.

## Table 2

Application to register a new establishment or agency or the manager of an existing establishment or agency				
	Registered manager	Responsible individual or individual provider	Each partner	Each director of a children's home who is involved in the day-to-day running of the home <sup>4</sup>
1. Declaration and consent form (SC2)	Yes	Yes	Yes	Yes
2. Enhanced Disclosure and Barring Service certificate <sup>5</sup>	Yes	Yes	Yes	No
3. Health declaration booklet	Yes	Yes	Yes	No
4. Fit person questionnaire (this is not required as part of your initial application, your inspector will request this)	Yes	Yes	Yes	No

<sup>4</sup> Please read the 'Guide to registration for children's social care services' for more information about directors of children's homes.

<sup>5</sup> A Disclosure and Barring Service (DBS) certificate must be obtained for each individual before an SC2 form is submitted. The original certificate must be included with the SC2 form unless the individual applied for their certificate via the Capita website and the certificate shows no recorded information (the certificate will state 'none recorded' in each section). If an original DBS certificate is not included where required, your application will be deemed incomplete.



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