

Social care online applications: information for applicants

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

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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

Children's homes

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. Only include those directors who are involved in the day-to-day running of the children's home in B39.
5. A day-to-day role can include being involved in finance, human resources or in some other capacity. If an organisation's sole purpose to carry on children's homes then we expect all directors to be involved in the day-to-day running of the home. All directors who are involved in the day-to-day running of a children's home are required to submit an SC2 form (if they have not previously submitted one).
6. For all other directors you must upload a Word document that lists their details. There is a template at the end of this guidance which you can use to provide us with the required information. You must upload the information about directors, in the 'Supporting documentation' section with your Statement of purpose (they will need to be uploaded as a single document).

Supporting documentation section

7. 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

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.

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

8. The online system does not prompt you to submit all of the required documents. Therefore please use the section 'Types of communication' to upload your:
 - Safeguarding policy
 - Prevention of bullying policy
 - Complaints procedure
 - Location assessment.
9. They will need to be uploaded as a single document. Please include headings to identify each policy within the single document.

SC2 form

Fit person section

10. 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.

Independent fostering agencies

SC1 form

Applicant details section

11. 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 the details of each director. There is a template at the end of this guidance which you can use to provide us with the required information. You must upload the information about all directors, in the 'Supporting documentation' section with your Statement of purpose (they will need to be uploaded as a single document).

³ www.gov.uk/government/publications/childrens-social-care-fit-person-assessment-questionnaires

Supporting documentation section

12. Your application must contain all of the documents on our 'Checklist for children's social care applications'.⁴ 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.
13. The online system does not prompt you to submit all of the required documents. Therefore please use the section 'Types of communication' to upload your:
 - Safeguarding policy
 - Behaviour management policy
 - Prevention of bullying policy
 - Complaints procedure
 - Children's guide
 - Missing child policy.
14. They will need to be uploaded as a single document. Please include headings to identify each policy within the single document.

SC2 form

Fit person section

15. 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.

Residential family centres

SC1 form

Applicant details section

16. 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 the details of each director. There is a template at the end of this guidance which you can use to

⁴ 'Checklist for children's social care applications' (170007), Ofsted, 2017;

www.gov.uk/government/publications/become-a-childrens-social-care-provider-checklist.

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

provide us with the required information. You must upload the information about all directors, in the 'Supporting documentation' section with your Statement of purpose (they will need to be uploaded as a single document).

Supporting documentation section

17. 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.
18. The online system does not prompt you to submit all of the required documents. Therefore please use the section 'Types of communication' to upload your:
 - Accident and missing resident procedure
 - Safeguarding policy
 - Prevention of bullying policy
 - Complaints procedure.
19. They will need to be uploaded as a single document. Please include headings to identify each policy within the single document.

SC2 form

Fit person section

20. 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.

Voluntary adoption agencies

SC1 form

Applicant details section

21. 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 the details of each

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

director. There is a template at the end of this guidance which you can use to provide us with the required information. You must upload the information about all directors, in the 'Supporting documentation' section with your Statement of purpose (they will need to be uploaded as a single document).

Supporting documentation section

22. 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.
23. The online system does not prompt you to submit all of the required documents. Therefore please use the section 'Types of communication' to upload your:
 - Safeguarding policy
 - Children's guide
 - Complaints procedure.

SC2 form

Fit person section

24. There are fit person questionnaires that are available on our website.⁹ 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.

Adoption support agencies

SC1 form

Applicant details section

25. 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 the details of each director. There is a template at the end of this guidance which you can use to provide us with the required information. You must upload the information

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

about all directors, in the 'Supporting documentation' section with your Statement of purpose (they will need to be uploaded as a single document).

Supporting documentation section

26. Your application must contain all of the documents in 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.
27. The online system does not prompt you to submit all of the required documents. Therefore please use the section 'Types of communication' to upload your:
 - Safeguarding policy
 - Complaints procedure
 - Children's guide.
28. The above will need to be uploaded as a single document. Please include headings to identify each policy within the single document.

SC2 form

Fit person section

29. There are fit person questionnaires that are available on our website.¹¹ 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.

Applications from local authorities, NHS trusts or other types of trust

30. 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.
31. If you are another type of trust applying to register an establishment or agency, you have an alternative option to providing a financial reference,

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

business plan, cash-flow forecast and the last two annual reports. Instead you can 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.

Applications from partnerships

32. 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).

Applications from charities

33. If you are applying to register as a charity, you are asked for your charity commission registration number in the application form. You must also provide the charitable objects as set out in your charity commission registration. You can include this with the 'Business plan'.

Information about directors

Applications to register a children's home

For each director please provide the information below.

Title	First name(s)	Surname	Date of birth	Position	Is this person disqualified?	Is this person involved in the day-to-day running of the home?	Has this person previously submitted an SC2 form? If yes, please provide the name of the setting it was submitted for.

A day-to-day role can include being involved in finance, human resources or in some other capacity. If an organisation's sole purpose to carry on children's homes then we expect all directors to be involved in the day-to-day running of the home. All directors who are involved in the day-to-day running of a children's home are required to submit an SC2 form (if they have not previously submitted one). If you list a director above who is involved in the day-to-day running of the home and that individual has not previously submitted an SC2 form their details must be included at question B39 of the SC1 form.

Applications to register an adoption support agency, independent fostering agency, residential family centre or voluntary adoption agency

For each director please provide the information below.

Title	First name(s)	Surname	Date of birth	Position	Is this person disqualified?



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