

**This publication was archived
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Checklist: Providers of social work services application

1. Applications to register a new service

Please note that in general we do not ask applicants to resubmit information if this is incorrect or shows the person has a poor understanding of the service they are intending to provide. We also generally do not ask for an applicant to provide additional information. We make our registration decisions based on the original information you provide. The quality of the information you supply will be taken into account when we make our judgement about your fitness to register with Ofsted as a social work provider or manager.

Have you included:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | a completed application form SWP1? |
| <input type="checkbox"/> | all of the documents listed in section 2* for each individual connected with your application (the registered manager and either the responsible individual or all partners)? |
| <input type="checkbox"/> | a copy of the Safeguarding and Whistleblowing policies? |
| <input type="checkbox"/> | a statement of the proposed arrangements with the local authority? |
| <input type="checkbox"/> | a list of all posts at the service and their duties and responsibilities? |
| <input type="checkbox"/> | a statement detailing the premises, facilities and services and their location? |
| <input type="checkbox"/> | a financial reference*? |
| <input type="checkbox"/> | a completed fees form and the registration fee*? |
| <input type="checkbox"/> | a business plan*? |
| <input type="checkbox"/> | a cash-flow forecast*? |
| <input type="checkbox"/> | the last two annual reports including, where applicable, the annual reports of the holding company and the subsidiaries of that holding company*? |
| <input type="checkbox"/> | the last annual accounts (if any)*? |
| <input type="checkbox"/> | a copy of a certificate of insurance ¹ ? |

2. Applications to register a new service or to register the manager of an existing service

Please note that in general we do not ask applicants to resubmit information if this is incorrect or shows the person has a poor understanding of the service they are intending to provide. We also generally do not ask for an applicant to provide additional information. We make our registration decisions based on the original information you provide. The quality of the information you supply will be taken into account when we make our judgement about your fitness to register with Ofsted as a social work provider or manager.

For all the people connected with your application (or for the registered manager), have you:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | completed a declaration and consent form SWP2 and subscribed to the DBS update service? |
| <input type="checkbox"/> | included an enhanced Disclosure and Barring Service certificate ² ? |
| <input type="checkbox"/> | completed a fit person questionnaire for either a manager or a registered provider? |
| <input type="checkbox"/> | completed a health declaration booklet*? |
| <input type="checkbox"/> | provided a recent passport photograph*? |
| <input type="checkbox"/> | included copies of your qualifications? |

* As well as completing all the forms in the application pack, you are required by The Care Standards Act 2000 (Registration)(England) Regulations 2010 to provide these documents and information with your application. If you do not include all the additional information and documentation detailed here, your application will be deemed incomplete and may be returned to you.

¹ This does not have to be included as part of the initial application but it is a requirement to provide this.

² A Disclosure and Barring Service certificate must be obtained for each individual before an SWP2 form is submitted. The original certificate must be included with the SWP2 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 and may be returned to you.

Please send all the forms and other required documents to:

Ofsted National Business Unit
 Piccadilly Gate
 Store Street
 Manchester
 M1 2DW.

If you need help or advice completing your application, please contact Ofsted on 0300 123 1231.