

Checklist: Children's social care application

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

| 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 |
| 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 |

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| 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 ¹ | Yes | Yes | Yes | Yes | Yes | Yes |
| 10. Business plan ¹ | Yes | Yes | Yes | Yes | Yes | Yes |
| 11. Cash-flow forecast ¹ | 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 ² | Yes | Yes | Yes | Yes | Yes | Yes |
| 13. Last two annual accounts ² | 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 |

¹ 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.

² 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.

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|--------------------------------------------------------------|--------------------------------|------------------------|-------------------------------------|----------------------------------|---------------------------------------------------------|----------------------------------|
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| 17. Behaviour management policy (including restraint) | No | Yes | Yes | No | Yes | No |
| 18. Prevention of bullying policy | No | Yes | Yes ³ | 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.

³ 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 home⁴ |
| 1. Declaration and consent form (SC2) | Yes | Yes | Yes | Yes |
| 2. Enhanced Disclosure and Barring Service certificate ⁵ | 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 |

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

⁵ 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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