

# Fit person questionnaire for someone applying to be a registered manager

Care Standards Act 2000, Registration Regulations 2010 and other associated regulations

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This questionnaire is to help us assess your fitness to be registered as a manager of:

- an adoption support agency
- an independent fostering agency
- a residential family centre
- a residential holiday scheme for disabled children.

To manage a children's social care establishment or agency, you need to have a good understanding of the responsibilities placed on you by the regulations, the national minimum standards (NMS) and where applicable, statutory guidance.

We will use your answers as a basis for your fit person interview. We will also use them, together with all the other information we ask for, to decide whether or not you are suitable to be a registered manager. **It is important that you use your own words to complete this questionnaire. Failure to do this will be taken into consideration when deciding about your suitability.**

If you wish to write more than the space allows, please add separate sheets and make clear which question they relate to. If you would like more information on how to register a social care service, please phone our enquiries line on 0300 123 1231 or email us at [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk).



## Please provide the following information

1. Your name:
2. Name of the agency or establishment that you are applying to be the registered manager of:
3. Type of service - please select the appropriate box below:
  - Adoption support agency
  - Residential family centre
  - Independent fostering agency
  - Residential holiday scheme for disabled children
4. Address of the agency or establishment stated in the application:

## About this questionnaire

This questionnaire gives you an opportunity to outline your skills, knowledge and experience, and to explain to us in detail how you will ensure that children, young people and adult service users' needs are protected and consistently met well.

Your answers must be your own words and show that as a registered manager you will ensure that:

- children, young people and, where appropriate, adults' safety and well-being will be appropriately protected at all times (including those who may go missing or may be at risk of harm, including exploitation, neglect, abuse, self-harm, bullying and radicalisation)
- the help, care and support that you provide will be of a high standard
- your leadership and management will result in positive experiences and progress for children, young people and adult service users
- you are able to inspire and lead a team of staff to deliver high quality services, which will meet the specific needs of the individual children, young people and adult service users' as stated in your statement of purpose
- you will actively promote tolerance, equality and diversity, and challenge any discriminatory behaviours
- you have a good understanding of all aspects of practice that relate to the area you will be responsible for
- you have a good understanding of any relevant, up-to-date practice models, including any research and innovative practice that underpins the establishment or agency you are applying to manage
- you have a good understanding of legislation and guidance where applicable, such as national minimum standards and statutory guidance issued by the Department for Education
- you have a good understanding of Ofsted's policies and procedures, including the guidance on the inspection framework for the type of establishment or agency that you are applying to manage, which is available on our website: [www.gov.uk/government/collections/social-care-common-inspection-framework-sccif](http://www.gov.uk/government/collections/social-care-common-inspection-framework-sccif).

Please answer the following questions about your leadership and management, knowledge and experience, providing examples where appropriate.

## Questions

5. How does your experience, qualifications and knowledge make you suitable to be a registered manager of this establishment or agency?

6. How will you maintain your professional development if registration is granted?



9. How will you ensure that children or adult service users make progress and have positive experiences? Please provide an example from your own practice of how you have achieved this.

10. What statutory guidance and other legislation will you follow to ensure that children, and adult service users are safe, protected from harm (including neglect, abuse, sexual exploitation, accidents, self-harm, bullying and radicalisation) and enabled to keep themselves safe? Please provide an example of this from your own practice, where your actions have safeguarded a child.

11. How will you ensure that any risk of children going missing is recognised, and that there are robust measures in place to minimise this and respond effectively if children do go missing? Please provide an example from your own practice, where you have reduced the risk of harm associated with missing behaviour.

12. Please explain your responsibilities in respect of the differing legal status of each child. Describe under what other arrangements a child may be placed in a children's home or with foster carers.

13. How you will ensure that the services you provide consistently meet children, and adult service users' needs and demonstrate progress and positive experiences? Please use an example from your practice of how you have achieved this.
  
  
  
  
  
  
  
  
  
  
14. How will you actively promote tolerance, equality and diversity, and challenge any discriminatory behaviours? Please provide an example from your own practice, where you have made a positive difference to those being discriminated against.



15. Please identify which professionals and partnership agencies you need to work with in order to deliver good quality care, and explain the extent to which you have already engaged or previously engaged to support the aims of the service.

16. How will you enable, inspire and lead a culture that helps children and adults to aspire to fulfil their potential, promotes their welfare and improves their understanding of how to keep themselves safe? Please provide an example from your own practice, where you have been instrumental in managing positive change in the culture of services you have previously led.

17. How you will monitor and evaluate the quality of the services that you will provide? Please provide an example from your own practice, of how you have worked with children and adults, to contribute to the evaluation of services provided to them, and used this information to change the way services were being provided.
18. How will you ensure that appropriate resources are, or will be, available to meet the particular needs of children and adult service users of your services? (Resources include all aspects of the service, for example facilities available and staffing numbers.)

19. How will you ensure that you have sufficient financial resources, and continue to meet your own training and development needs as well as those of your staff?
20. How will you secure continuous improvement so that your service continues to have a positive impact on the experiences and progress of children and adult service users? Please provide an example of this from your own practice.

21. Please detail any issues that you would like to discuss with the inspector at the interview or any other information that is relevant to your application.

**Thank you for completing this form.**

Signed:

Name:

Date of signature:



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