

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

Published: May 2024

Reference no: 170007



Corporate member of
Plain English Campaign
Committed to clearer communication

361

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

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
8. Copy of planning permission granted, a certificate of lawfulness, a copy of a planning application or evidence that planning permission is not required	Yes	Yes	Yes	Yes	No	Yes
9. Business plan ¹	Yes	Yes	Yes	Yes	Yes	Yes
10. Cash-flow forecast ¹	Yes	Yes	Yes	Yes	Yes	Yes
11. 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
12. Last two annual accounts ²	Yes	Yes	Yes	Yes	Yes	Yes
13. Missing child policy	No	Yes	Yes	No	Yes	No
14. Accident and missing resident procedure	No	No	No	Yes	No	No
15. 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.

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
16. Behaviour management policy (including restraint)	No	Yes	Yes	No	Yes	No
17. Prevention of bullying policy	No	Yes	Yes ³	Yes	Yes	No
18. Complaints procedure	Yes	Yes	Yes	Yes	Yes	Yes
19. 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.

An application from a charity

This must also include the charitable objects as set out in the charity commission registration.

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 form	Yes	Yes	Yes	No
4. Fit person questionnaire (not essential, but if completed it may help with preparation for your interview.)	Yes	Yes	Yes	No

⁴ If an organisation's sole purpose is to carry on children's homes, we expect that all directors are involved in the day-to-day running of the children's home. If an organisation has purposes other than carrying on children's homes, only those directors involved in the the day-to-day running the children's home must submit an SC2 form. 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 (where required) before an SC2 form is submitted. A copy of the 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 a copy of a DBS certificate is not included where required, your application will be deemed incomplete.



The Office for Standards in Education, Children's Services and Skills (Ofsted) regulates and inspects to achieve excellence in the care of children and young people, and in education and skills for learners of all ages. It regulates and inspects childcare and children's social care, and inspects the Children and Family Court Advisory and Support Service (Cafcass), schools, colleges, initial teacher training, further education and skills, adult and community learning, and education and training in prisons and other secure establishments. It assesses council children's services, and inspects services for children looked after, safeguarding and child protection.

If you would like a copy of this document in a different format, such as large print or Braille, please telephone 0300 123 1231, or email enquiries@ofsted.gov.uk.

You may reuse this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, visit www.nationalarchives.gov.uk/doc/open-government-licence, write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: psi@nationalarchives.gsi.gov.uk.

This publication is available at www.gov.uk/government/organisations/ofsted.

Interested in our work? You can subscribe to our monthly newsletter for more information and updates: <http://eepurl.com/iTrDn>.

Piccadilly Gate
Store Street
Manchester
M1 2WD

T: 0300 123 1231
Textphone: 0161 618 8524
E: enquiries@ofsted.gov.uk
W: www.gov.uk/ofsted

No. 170007

© Crown copyright 2017