

## SCHEDULE 7

Regulation 17(d)

### INFORMATION TO BE SUPPLIED ON AN APPLICATION FOR REGISTRATION AS A CHILD MINDER OR AS A PROVIDER OF DAY CARE

## PART I

### Information about the applicant

1. Where the applicant is an individual—
  - (a) the applicant's full name, date of birth, address and telephone number;
  - (b) details of the applicant's professional or technical qualifications, and experience, so far as such qualifications and experience are relevant to looking after children under the age of eight;
  - (c) details of the applicant's employment history, including the name and address of his or her present employer and of any previous employers;
  - (d) details of any business the applicant carries on or has carried on;
  - (e) the name and addresses of two referees—
    - (i) who are not relatives of the applicant;
    - (ii) each of whom is able to provide a reference as to the applicant's competence to carry on an establishment of the same description as the establishment; and
    - (iii) one of whom is the applicant's most recent employer;
  - (f) where any certificate or information on any matters referred to in paragraph 4 of Schedule 2 is not available to the responsible person because any provision of the Police Act 1997 has not been brought into force, details of any criminal offences—
    - (i) of which the responsible person has been convicted, including details of any convictions which are spent within the meaning of section 1 of the Rehabilitation of Offenders Act 1974 and which may be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975; or
    - (ii) in respect of which he or she has been cautioned by a constable and which, at the time the caution was given, he or she admitted.
2. Where the applicant is an organisation—
  - (a) the name of the organisation and the address of the registered office or principal office of the organisation;
  - (b) the full name, date of birth, address and telephone number of the responsible individual;
  - (c) details of the professional or technical qualifications of the responsible individual and his or her experience, so far as such qualifications and experience are relevant to supervising the provision of care to children under the age of eight;
  - (d) if the organisation is a subsidiary of a holding company, the name and address of the registered or principal office of the holding company and of any other subsidiary of that holding company.
3. In every case—
  - (a) a reference from a bank expressing an opinion as to the applicant's financial standing;

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- (b) a statement as to whether the responsible person has been adjudged bankrupt, or sequestration of his or her estate has been ordered, or he or she has made a composition or arrangement with, his or her creditors;
- (c) a statement as to the applicant's ability to ensure that the child minding or provision of day care, as the case may be, is financially viable.

## PART II

### *Further information*

**4.** The name, address, telephone number, facsimile number (if any), and electronic mail address (if any) of the premises at which the children are to be looked after ("the premises").

**5.** A description of the premises, and the facilities provided or to be provided for children to be looked after there including a statement as to whether the premises are purpose-built or have been converted for use as an establishment.

**6.** The proposed hours for which the applicant wishes to register as a child minder or provider of day care.

**7.** The statement of purpose.

**8.** A description of the area in which the premises are located and as to access to the premises.

**9.** In respect of the premises, a statement as to whether at the date the application is made the premises are capable of being used for the purpose of—

- (a) achieving the aims and objectives set out in the statement of purpose; and
- (b) providing the facilities described pursuant to paragraph 5.

without the need for planning permission, building works, or conversion of the premises and, if the premises are not capable of such use at the date the application is made, details of the permission, works or conversion needed.

**10.** A statement as to the security arrangements, including arrangements for the purposes of—

- (a) safeguarding access to information held at the premises; and
- (b) restricting access from adjacent premises or, when the premises form part of a building, from other parts of the building.

**11.** Whether any other business or activity is or will be carried on in the premises at the same time as children are looked after there under the proposed registration and, if so, details of such business or activity.

### *Information about staff*

**12.** In respect of any person, other than the applicant, who works at, or is intended to work at the premises for the applicant—

- (a) the person's name, sex and date of birth;
- (b) the person's duties and responsibilities in relation to his or her work.

## PART III

### *Further information about staff*

**13.** In respect of any person, other than the applicant, who works at, or is intended to work at the premises—

- (a) whether the person is, or is intended to be, resident in the premises;
- (b) if he or she is a relative of any person who has made an application, his or her relationship to such person;
- (c) whether the person works or is intended to work, on a full-time basis or on a part-time basis and, if on a part-time basis, the number of hours per week for which it is intended that the person will work;
- (d) the date on which the person commenced, or is intended to commence, work;
- (e) information as to the person's qualifications, experience and skills in so far as is relevant to the work that the person is to perform;
- (f) a statement by the applicant that he or she is satisfied as to the authenticity of the qualifications, and has verified the experience and skills that are referred in subparagraph (e);
- (g) a statement as to—
  - (i) the suitability of the person's qualifications for the work that the person is to perform;
  - (ii) whether the person has the skills necessary for such work;
  - (iii) the person's fitness to work, and have regular contact, with children under the age of eight;
- (h) a statement by the person as to the state of his or her physical and mental health;
- (i) a statement by the applicant that the person is physically and mentally fit for the purposes of the work which he or she is to perform;
- (j) a statement by the applicant as to whether he or she is satisfied as to the person's identity, the means by which the applicant so satisfied himself or herself and whether the applicant has obtained a copy of the person's birth certificate;
- (k) confirmation by the applicant that he or she has a recent photograph of the person;
- (l) a statement by the applicant that he or she has obtained two references relating to the person and that the applicant is satisfied as to the authenticity of those references;
- (m) details of any criminal offences of which the person has been convicted, including details of any convictions which are spent within the meaning of section 1 of the Rehabilitation of Offenders Act 1974 and which may be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, and, in relation to each such offence, a statement by the person—
  - (i) as to whether in his or her view the offence is relevant to his or her suitability to care for children under the age of eight and, if so,
  - (ii) as to why he or she considers that he or she is suitable to perform the work in which he or she is to be employed;
- (n) details of any criminal offences in respect of which he or she has been cautioned by a constable and which, at the time the caution was given, he or she admitted.