
WELSH STATUTORY INSTRUMENTS

2004 No. 219 (W.23)

SOCIAL CARE, WALES

The Domiciliary Care Agencies (Wales) Regulations 2004

Made - - - - 3rd February 2004

Coming into force 1st March 2004

**THE DOMICILIARY CARE AGENCIES
(WALES) REGULATIONS 2004**

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PART II

REGISTERED PERSONS

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10. Fitness of manager
11. Registered person — general requirements and training
12. Notification of offences

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13. Conduct of agency
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17. Staff handbook and code of conduct
18. Provision of information to service users

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19. Identification of workers
20. Records
21. Complaints
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 34. Amendment of the Registration of Social Care and Independent Healthcare (Fees) (Wales) Regulations 2002
 35. Transitional provisions
- Signature

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| SCHEDULE | INFORMATION TO BE INCLUDED IN THE STATEMENT OF |
| 1 | PURPOSE |
| 1. | Whether the agency is carried on by an individual, by... |
| 2. | The nature of the services which the agency provides. |
| 3. | The geographical area in which the agency provides services. |
| 4. | The range of qualifications of the domiciliary care workers who... |
| 5. | The circumstances in which the agency may cease to provide... |
| 6. | Arrangements for cancellation of the supply of a domiciliary care... |
| 7. | The agency's charges. |
| 8. | Arrangements which will apply during the sickness or other absence... |
| 9. | Requirements in relation to time sheets. |
| 10. | The complaints procedure established in accordance with regulation 21. |
| 11. | Procedures to safeguard service users and domiciliary care workers. |
| 12. | Procedures to safeguard service users' property. |
| 13. | Procedures for the administration, or assistance with the administration, of... |
| 14. | Requirements to protect the health and safety of domiciliary care... |
| 15. | Procedures to be followed in the event of an occurrence... |
| 16. | Arrangements for service users to express their views about the... |
| 17. | The management structure of the agency. |
| 18. | Whether, and if so the extent to which, the agency... |
| SCHEDULE | INFORMATION REQUIRED IN RESPECT OF REGISTERED |
| 2 | PROVIDERS AND MANAGERS OF AN AGENCY AND |

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PERSONS NOMINATED TO DEPUTISE FOR A REGISTERED PERSON

1. Name, address, date of birth and telephone number.
2. Proof of identity, including a recent photograph.
3. Either — (a) where the certificate is required for a...
4. Two written references, including a reference relating to the last...
5. Where a person has previously worked in a position which...
6. Documentary evidence of any relevant qualifications and training.
7. A full employment history, together with a satisfactory written explanation...
8. Where the person is an individual, a report by a...
9. Details of registration with or membership of any professional body...
10. Details of any professional indemnity insurance.

SCHEDULE 3 INFORMATION AND DOCUMENTATION TO BE AVAILABLE

- IN RESPECT OF DOMICILIARY CARE WORKERS
1. Name, address, date of birth and telephone number.
 2. Name, address and telephone number of next of kin.
 3. Proof of identity, including a recent photograph.
 4. Either — (a) where the position falls within section 115(3)...
 5. Where the person has worked at any time within the...
 6. Where a person has previously worked in a position which...
 7. Evidence of satisfactory linguistic ability for the purposes of providing...
 8. Documentary evidence of any relevant qualifications and training.
 9. A full employment history, together with a satisfactory written explanation...
 10. A statement by the person as to the state of...
 11. A statement by the registered provider, or the registered manager,...
 12. Details of any professional indemnity insurance.

SCHEDULE 4 RECORDS TO BE MAINTAINED FOR INSPECTION

1. Financial records
 2. Counterfoils or copies of all receipts issued.
 3. Details of the charges payable by each service user in...
 4. Records of tax and national insurance contributions relating to each...
 5. Other records
 6. Details of every allegation of abuse, neglect or other harm...
 7. Details of any physical restraint used on a service user...
 8. Each service user's service delivery plan prepared for him or...
 9. A personnel record relating to each person employed by, or...
- Explanatory Note