



CARE STANDARDS ACT 2000

Application to register an Adoption Support Agency

Notes for applicants

[Mae'r ddogfen hon hefyd ar gael yn Gymraeg](#) / This document is also available in
Welsh

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1. Purpose

1.1 These notes are relevant to organisations that wish to apply to carry on an Adoption Support Agency (ASA). In Wales, only incorporated bodies are required to register to become an Adoption Support Agency.

1.2 We hope that these notes will assist you in:

- understanding what you need to think about before applying for registration, and
- beginning to understand what the [Regulations and National Minimum Standards](#) are intended to achieve and the part they play in the registration process.

1.3 When you have read these notes and the other documents provided we hope you will have an outline of:

- what needs to happen before you will be ready to lodge your application,
- what we will do when we get your application, and
- what we are looking for.

1.4 The provision of services for people involved in the adoption process requires a great deal of skill, sensitivity and expertise. The work that is undertaken is often difficult, but also rewarding and involves important and life-changing decisions. It is vital that those delivering these services are professional and have the knowledge, skills and experience necessary to support children and adults with adoption related needs. Great care needs to be taken to check that everything is as it should be before an agency can be registered. The registration process must be fully completed before an agency can begin operating.

1.5 The registration process is necessarily detailed and intrusive. We therefore want to reassure you that the information we collect and use to determine your application is treated carefully and confidentially at all times. We also want you to know that inspectors will work with you to make sure the registration process progresses as smoothly and quickly as possible. The most important part of our work is to see that people involved in the adoption process receive a high quality service. Our aim, in commenting on your proposals, is to help you to meet and exceed the requirements of the Act, the Regulations and the National Minimum Standards.

1.6 Achieving registration requires a great deal of work on the part of both the applicant and the regulator. Properly approached, it helps to establish a sound basis for a longer term regulatory relationship.

2. Why am I required to register?

2.1 The law regulates anyone who runs or manages an Adoption Support Agency in Wales. The purpose of such regulation is to:

- make sure that organisations and individuals are suitable to carry this responsibility,
- check that they have the knowledge and resources needed to provide and sustain a good quality service,
- ensure that they will engage and support staff with the appropriate qualifications, experience, knowledge and skills to meet the needs of people who will use the service you intend to provide,
- check that any premises used as an office are suitable and secure for the purpose,
- make sure that the way the service is well run, that the records which must be kept are satisfactory and will later help us to check the quality of the service you provide.

2.2 The following sections take each of these points in turn.

3. How do we set about deciding if the nominated responsible individual and key staff are suitable?

3.1 We will do this through the information collected in the application form and other papers we ask you to complete at the same time.

- We will check that the responsible individual and registered manager are who they say they are, by examining their birth certificate, passport, marriage certificate and any other relevant documents.
- We will look into their background, undertake checks with the Disclosure and Barring Service (DBS) and take up personal, professional references where required, including financial references for the applicant/organisation.
- We will check on their physical and emotional health. We will send their doctor and any specialist(s) who they have had treatment from, a copy of the medical history which they provide us with, and ask for their comments.

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) says that, for most purposes, and after a fixed time, people no longer have to declare their convictions.

You should note however, that this registration application does not include a requirement to disclose offences. Disclosure and Barring Service checks will ensure that all relevant offences are included in the certificate issued by DBS. Further

information on the filtering out of old and minor offences is available from the Disclosure and Barring Service.

3.2 If the responsible individual or proposed manager has any convictions, we will need to make a judgement about whether this has any implications for the agency application. It is possible to approve applications in this situation.

3.3 If someone is dishonest in order to obtain registration, they may no longer be deemed to be a suitable person.

3.4 Any personal information we have on file about you including Disclosure and Barring Service checks, medical information, personal/professional references and financial references will only be retained for as long as is necessary and will not be retained indefinitely.

4. How will we check on your knowledge and experience?

4.1 Registered providers are required to have the necessary experience, qualifications, knowledge and skills to carry out the duties required of them. We will satisfy ourselves that you meet these standards through the information provided in both parts of your application form and via a formal interview.

- We will ask you to provide a full record of what you have done since leaving school. This will include any periods of study, unpaid work and qualifications you have undertaken.
- We will check with previous employers as necessary even if you have not given them as referees to establish what relevant skills and experience you have.
- We will look at any training courses you have attended and where necessary, check on the detail of what was studied. Where any qualifications are involved we will want to see your certificates and may check details with the body that awarded them.
- Some of this checking will be done by means of an interview, known as the 'fit' person interview which a prospective registered manager, and – for first time registrations - responsible individuals are required to attend. This will be used to clarify any issues which have arisen during the registration process and to also test out aspects of your knowledge where necessary.

5. How will we ensure you engage and support staff with the appropriate qualifications, experience, knowledge and skills?

5.1 The range and numbers of staff along with the relevant qualifications, experience knowledge and skills will be dependent upon the nature and size of agency and the range of services you intend to provide. Standards set out

in general terms what these must be. You will need to discuss the particular staffing proposals for your agency with the inspector.

5.2 The manager of your agency will be subject to a very similar suitability process to that outlined in section 3, including an interview.

6. How will we go about checking the premises?

6.1 Working from information supplied in the application form and a site visit or visits to the building you intend to use:

- We will check to see that you have sufficient control over the premises you intend to use to ensure that staff and others with a legitimate interest can have access during normal office hours.
- We will check that the premises and any records you keep – whether on an IT system or otherwise are secure.
- We will check that the premises are properly equipped.
- We will check that the proposed premises and contents are adequately insured.

7. How will we check your proposed way of working?

7.1 We will look at Part 2 of the application form which tells us how you plan to meet the Regulations and National Minimum Standards. We will use the formal “fit” person interview or interviews to discuss areas where we feel we do not have enough information to make a decision.

- We will look at your proposed means of meeting each of the Regulations and the associated National Minimum Standards.
- We will examine your proposals to assess whether the information you have supplied adequately upholds the Statement of Purpose.
- We will look in detail at how you intend to assess, select and prepare staff including the records you intend to keep.
- We will look at the way in which you intend to assess and plan services for individuals
- We will examine the documents and information you intend to supply to service users and how you intend to use them.
- We will carefully assess the suitability of the policies you intend to use.
- We will consider how you intend to keep the range of records you are required to keep.
- We will wish to understand how you will manage, monitor and control the quality of all aspects of the service you provide.

8. Next steps

8.1 It is important that you are familiar with the relevant Regulations and National Minimum Standards for the service you propose to provide. The Adoption Support

Agencies (Wales) Regulations 2005 and the associated National Minimum Standards can be accessed through the CIW website at:

www.careinspectorate.wales

8.2 Once you have done this, we hope that the structure, purpose and requirements of the attached application forms will become clear. The application pack consists of the following in addition to this guidance:

- Part 1
- Part 2
- DBS request
- Medical declaration
- Financial enquiry
- Fair processing notice

8.3 As the application is from an organisation, suitability checks will be carried out on the responsible individual and manager plus additional information about the organisation will be required.

8.3 Should you have any questions at this stage about the requirements and process, we would be glad to discuss these. You should however note that it is for you to prepare and structure your application and you should be prepared to obtain advice from your own independent sources if necessary. It is for you to demonstrate that you are able to meet – and continue to meet – the requirements of the Regulations and Standards. It is for you to provide evidence for this purpose. It would be inappropriate for your future regulator to become involved in advising on the detailed nature of your business decisions, choices and risks.

9. What we do with the information we receive from you.

9.1 We process any personal and/or sensitive information we hold about you fairly and lawfully, and we only ask for such information where it is necessary for us to carry out our role. For more information about how we process your personal data, and your rights in relation to this, please see our Privacy Notice at <https://careinspectorate.wales/how-we-use-your-information>, or contact us for a paper copy.

10. Conclusion

10.1 The registration process is complex, demanding and detailed. Preparing a satisfactory application can involve a considerable initial investment of time and some unavoidable expense. Nevertheless we believe that the process of preparing

for and securing registration provides an opportunity to lay a sound foundation for the future regulatory relationship between registered provider and CIW.

10.2 We will endeavour to do all we can to make the process and requirements clear and the basis of the regulatory process transparent. We hope that you will find this to be the case and look forward to working with you.