

PROCEDURE FOR APPROVAL OF CHILD CARERS EMPLOYED BY AGENCIES

(INCLUDES PERIPATETIC WORKERS, CHILD CARERS, BANK STAFF & HOME BASED CARERS)

APPLICANT & AGENCY:

1. An application form (HCC1) is completed and forwarded to the agency and recruitment process completed which includes interview, references, verification of identity, evidence of qualification and application for an ACCESS NI certificate. If the applicant will be working as a Home Based Carer the medical history will suffice however if the applicant will be working in a Day care setting, a declaration of health CM/SFDC/R1 should also be completed.
2. Applicants should also sign the Regional Consent to Checks form SFDC/R8.
3. ACCESS NI certificate is received by the agency and the ACCESS NI disclosure notification form is completed.
4. The Consent to Checks form, Confirmation of Vetting - VET/2a and ACCESS NI disclosure notification form are forwarded to the HSC Trust with any additional accompanying paperwork if relevant (may include ACCESS NI certificate and Declaration of Health if relevant information is detailed).

HSC TRUST EARLY YEARS TEAM:

6. Consent to Checks form, Confirmation of Vetting, VET/2a and ACCESS NI disclosure notification form with any additional accompanying paperwork received by the HSC Trust. Receipt email sent to the agency.
7. Checks completed and any other potential actions arising from these checks or ACCESS NI or Declaration of Health that may be relevant. This may include meeting with the applicant.
8. Approval for applicant is given by the Senior Social Worker, Early Years Team. (If approval is not given the applicant will be informed of the reason why and this will be followed up in writing to the applicant and the agency.
9. Where approved however, the Approval Letter- HCC3 is issued to the applicant and the agency simultaneously detailing the applicant as an approved worker for the named agency.

AGENCY:

10. Original approval letter should be kept on the applicant file by the agency and copies made available to the applicant to provide to registered facility for which they are working. A copy of this letter will be retained by the registered facility on file to demonstrate that they are using approved workers only.
11. It is the applicant's responsibility to inform the agency and the HSC Trust of any changes to their personal information with regard to criminal involvement, health, social services involvement which may affect approval.