



Request to make alterations to the registration of a children's residential centre— changes of circumstances.

Background

In accordance with Part VIII, Section 61 (a) & (b) of the Child Care Act 1991 the Child & Family Agency is required to establish and maintain a register of Children's residential centres in its operational area. This function is undertaken nationally by the Alternative Care Inspection and Monitoring Service (ACIMS) team.

Any proposed change to the particulars of the registration of a children's residential centre must be notified to ACIMS for consideration prior to the operation of the change. This will in turn be examined by the registration panel for the registration details of each children's residential centre is outlined on its certificate of registration. Registration Matters which require a proposal of change request

1. Change of person in charge of centre.
2. Change in centre manager.
3. Change of registered capacity.
4. Transfer of registration to another location / premises.
5. Change of registered proprietor.
6. Change of centre ownership.
7. Change of centre purpose and function.
8. Change of age range - Derogation process applies to children under 12 years.

To note, for young people over 18 who are remaining on in placement past their 18th birthday the relevant ACIMS Inspector Manager to be informed and provided with a risk assessment

Process

Registered proprietors to complete the form at appendix 1 and submit the completed document to acims.applications@tusla.ie in advance of implementing any changes. This must be signed by the Registered proprietors, or designated substitute, and only completed forms will be reviewed by the panel.

Change in circumstances and responsibilities of registered proprietor.

1. Change of person in charge

Article 6: Person in charge

- 1) There shall be a person in charge of a centre.
- 2) The registered proprietor shall notify the health board in writing if the person in charge on the date of registration ceases to be the person in charge during the period of registration and shall notify the health board in writing of the name of the new person in charge, within one month of the appointment.

When submitting a request for a change of a person in charge, this must be supported by an up-to-date CV, Garda Vetting, confirmation of reference checks and verification of qualifications.

2. Change in centre manager

When submitting a request for a change of a centre manager, this must be supported by an up-to-date CV, Garda Vetting, confirmation of reference checks, verification of qualifications and date of commencement.

3. Change to registered capacity

A notice to change the registered capacity of a centre must be supported by:

- A clear rationale for the change
- Any updated policies and procedures
- Details relating to updates to staffing levels as required.
- Evidence that the physical premises is suitable for this increased capacity. This will require submission of detailed floor plans.

A change in registered capacity may require a site visit from ACIMS.

4. Transfer of registration to another location / premises

A notice of a change in address must be submitted to ACIMS in advance of moving to the new property. Where possible this should be supported by a proof of address such as a recent utility bill or contract for service. An application for change of address will require presentation of planning permission or exemption from planning and the requisite fire safety documentation. This will either be a full fire certificate under the building regulations or confirmation from a competent person where the premises is catering for 6 or less children that the premises is in compliance with the Community Dwellings Fire Code 2017.

This will require a site visit by the ACIMS to confirm suitability of premises.

On occasions where a move is required which was not planned, please contact the relevant inspector manager.

5. Change of registered proprietor

A notice of a change in registered proprietor must be submitted to ACIMS as soon as possible and it should occur in advance of the change taken place. The following information is required:

- Reason for change.
- Garda vetting
- Experience/CV
- Registration with a professional body.

6. Change of centre ownership

A notice of a change in centre ownership must be submitted to ACIMS as soon as possible and it should occur in advance of the change taken place. The following information is required:

- Reason for change.
- Company registration office documentation – e.g. name, directors etc.
- Any declared conflicts of interest.

7. Change of centre purpose and function

A notice of a change in the centre's purpose and function must be submitted to ACIMS as soon as possible and it should occur in advance of the change taken place. This should outline the reason for the change and the supporting measures implemented to respond to the change.

This may require a site visit from ACIMS to confirm the suitability of the centre and staff to accommodate the change in purpose and function.

8. Change of age range

This relates to any change to the age range of the children as per your agreed statement of purpose and function in your application for registration as approved by the registration committee panel. This will require evidence of any changes to policies and procedures and/or staffing levels.