

# Guide to Roles & Responsibilities

## Individual Provider or Partnership

This resource has been prepared and produced by the National Children's Bureau, the provider of the Department for Education funded Sector Awareness and Provider Preparedness programme, based on the information published directly by [Department of Education](#) and [Ofsted](#). It is highly recommended that you refer to The Department of Education and Ofsted's most up-to-date guidance to support the application and registration process.

## Registered Provider

### If you are an individual provider or partnership

#### Introduction

The new Supported Accommodation Regulations refer to the 'Registered Provider'.

The Registered Provider can be an individual, partnership or an organisation.

This guide to the Registered Provider role is for if you are an individual provider or partnership. This does not include if you are a Limited Liability Partnership (LLP).

#### What is the Registered Provider responsible for?

The Registered Provider is the person who is registered under Part 2 of the Care Standards Act 2000. They are accountable for ensuring compliance with the Regulations and upholding the Quality Standards across all settings in the service.

The Registered Provider must appoint the Registered Service Manager and ensure that they can effectively supervise the management of all the settings in the service. The Registered Provider will also be accountable if the Registered Service Manager fails to do this.

The Registered Provider must have an appropriate structure in place, including leadership and management arrangements, that considers and reflects the breadth, scope and geographical reach of the service being offered.

#### What are the requirements for this role?

If you are an individual provider, you must meet all the requirements below. If you are a partnership, both partners must meet the requirements below.

The Registered Provider must:

- be of integrity and good character,
- have the appropriate skills to manage the supported accommodation undertaking effectively,
- be mentally and physically fit to manage the supported accommodation undertaking,
- be financially fit to carry on the supported accommodation undertaking.

A Registered Provider would not be considered financially fit if:

- they have been made bankrupt and not been discharged from the bankruptcy and the bankruptcy order has not been annulled or rescinded,
- sequestration of their estate has been awarded and the sequestration order has not been annulled or rescinded,
- a moratorium period under a debt relief order (within the meaning of section 251A of the Insolvency Act 1986(16)) applies in relation to the individual,
- they have made a composition or arrangement with their creditors, and they have not been discharged in respect of the composition or arrangement.

The individual or partner must be able to provide:

- Proof of identity, including a recent photograph.
- A valid Enhanced with Barred List(s) DBS check.
- Two written references, including a reference from their most recent employer.
- If they have previously worked in a position involving work with children or vulnerable adults, verification of the reason why the employment ended.
- Documentary evidence of any qualifications which the person considers relevant for the position for which they are applying to register.
- A full employment history, together with a satisfactory explanation of any gaps in employment, in writing.