**Application Guide**

**Milton Keynes City Council**

**Supported Accommodation for Young People**

**January 2023**

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# Milton Keynes City Council – Supported Accommodation for Young People Application Guide

Milton Keynes City Council are working with *adam* HTT Ltd to implement a new DPS for their Supported Accommodation for Young People services.

All suppliers wishing to join the DPS will need to complete an Accreditation and Enrolment (A&E) for Milton Keynes City Council’s Supported Accommodation for Young People category on [www.SProc.Net](http://www.SProc.Net).

This document will cover the following:

* Registration – applicable for providers new to SProc.Net
  + Adding users
  + Adding locations
* Accreditation – information required
* Enrolment – information required
* Next steps

# How to join SProc.Net

The step-by-step process to be completed online is as follows:

Please note that if either the Accreditation or Enrolment is failed, the supplier will receive feedback from *adam* so that amendments can be made.

If rejected, the supplier will receive feedback from Milton Keynes City Council so that amendments can be made. Typically, the cycle of these steps will take a maximum of 10 working days.

# Registration

## Register

You must register your company on the system (<https://www.sproc.net>). If your office/facility/business is part of a larger parent group, then the registration must be completed at Head Office level. The below shows what is required:

• Business name

• Registered trading name (if different from the above)

• Business tax/VAT number

• Charity registration number (charities only)

• Company registration number (companies only)

• SME status

• Registered business address (Address line 1, City, Postcode etc.)

• Telephone number

• Email address

## Add a system user

Once the company details have been filled in, you will then need to create a System User which will require the following:

• First name

• Last name

• Job title

• Email address

Once the above fields have been completed and the first User has been created, they will receive a username and temporary password. Upon logging into SProc.Net, the User will be prompted to change their password. The User will have the ability to add other company users on the system through the ‘Admin’ tab.

## Add a location

If your organisation has multiple locations or offices, it is possible to add these additional locations once the company has been registered.

To add a location, go to the admin tab > My Company > Locations > New, and then follow the steps to fill in the details for the location. This will include:

• Location display name

• Address

# Accreditation & Enrolment

The Accreditation and Enrolment contains the selection criteria to join the Supported Accommodation for Young People DPS. The tables below show the questions that each prospective supplier will have to answer. Some questions will only have to be answered depending on the response to a previous question.

## Accreditation

To start a new Accreditation, you will need to first click on the ‘Accreditations’ tab at the top of the system page and then ‘New’. The following options will then need to be selected:

**Client:** Milton Keynes City Council

**Category:** Supported Accommodation for Young People

You will be asked to download, read, and agree to Milton Keynes City Council’s Declaration Statement, Supplier and Self-Bill Agreements. Agreeing is done by returning to the Accreditation and ticking:

* I agree to the terms of the document
* I am authorised to agree

This table shows the questions that will need to be answered as part of your Accreditation. Please note that every question (bar the greyed-out ones) requires an answer. If the question is not applicable to your organisation, you must insert ‘N/A’ to submit your Accreditation.

|  |  |  |
| --- | --- | --- |
| Q | Company Information | Trigger/Response |
| 1 | Name of legal entity or sole-trader |  |
| 2 | Registered office address (if applicable) |  |
| 3 | Registered website address (if applicable) |  |
| 4 | What is the legal entity type of your organisation? |  |
| 5 | If Other, please specify the legal entity type of your organisation | 4 (Other) |
| 6 | Date of registration in country of origin |  |
| 7 | Company registration number (if applicable) |  |
| 8 | Charity registration number (if applicable) |  |
| 9 | Head office DUNS number (if applicable) |  |
| 10 | Registered VAT number |  |
| 11 | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the state where it is established? |  |
| 12 | Please provide the relevant details, including the registration number(s) | 11 (Yes) |
| 13 | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? |  |
| 14 | Please provide additional details of what is required and confirmation that you have complied with this | 13 (Yes) |
| 15 | Trading name(s) that will be used if successful in this procurement |  |
| 16 | Relevant classifications (state whether you fall within one of these, and if so which one) |  |
| 17 | Are you a Small, Medium or Micro Enterprise (SME)? See EU definition of SME: https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\_en |  |
| 18 | Details of Persons of Significant Control (PSC), where appropriate:  - Name  - Date of birth  - Nationality  - Country, state or part of the UK where the PSC usually lives  - Service address  - The date that they became a PSC in relation to the company (for existing companies the 6 April 2016 should be used)  - Which of the following conditions for being a PSC are met  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more.  (Please enter N/A if not applicable)  UK companies, Societas Europaea (SEs) and Limited Liability Partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register and must file the PSC information with the central public register at Companies House. See PSC guidance. |  |
| 19 | Details of immediate parent company:  - Full name of the immediate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |
| 20 | Details of ultimate parent company:  - Full name of the ultimate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |
| 21 | Are you bidding as the lead contact for a group of economic operators? |  |
| 22 | What is the name of the group of economic operators? Please enter N/A if not applicable |  |
| 23 | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure | 21 (Yes) |
| 24 | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? |  |
| 25 | Please confirm you have uploaded additional details for each sub-contractor in the downloadable template | 24 (Yes) |

|  |  |
| --- | --- |
| Documents |  |
| Self-Bill Document | Click on the document to open it and read. Return to the Accreditation and tick the corresponding boxes to electronically sign this document.   * ‘I agree to the terms of the document’ * ‘I am authorised to agree’ |
| Supplier Agreement | Click on the document to open it and read. Return to the Accreditation and tick the corresponding boxes to electronically sign this document.   * ‘I agree to the terms of the document’   ‘I am authorised to agree’ |
| Declaration Statement | Click on the document to open it and read. Return to the Accreditation and tick the corresponding boxes to electronically sign this document.   * ‘I agree to the terms of the document’ * ‘I am authorised to agree’ |
| Sub-Contractor Information template (Optional) | If you have selected ‘Yes’ to Q24, you will need to download the Sub-Contractor information template, fill it in with details of intended sub-contractors, and then upload it in the documents field |

## Enrolment

Once the Accreditation is complete, the Enrolment can be started immediately. You do not have to wait for the Accreditation to be approved, however your Enrolment can only be reviewed by *adam* after you have an Approved Accreditation.

When starting an Enrolment, you will first be asked to enter your location. This is because Enrolments are location specific. Entering your location is done by clicking into the ‘Supplier Location’ box and selecting your location using the green triangle to the left of the address.

This table shows the questions which will need to be answered as part of your Enrolment. Please note that every question (bar the greyed-out ones) requires an answer. If the question is not applicable to your organisation, you must insert ‘N/A’ to submit your Enrolment.

|  |  |  |
| --- | --- | --- |
| Q | Question | Trigger |
| 1 | Has your organisation completed the Single Procurement Document?  (This is an electronic self-declaration document to be submitted by suppliers interested in tendering for contracts to public bodies. The SPD is intended to simplify the process of qualification for tendering by permitting businesses to self-declare that they meet the necessary regulatory criteria or commercial capability requirements of the public authority concerned, without needing to submit proof unless subsequently selected as the appointed contractor. The supplier must state that they are able, upon request and without delay, to provide the supporting documents necessary to prove compliance.) |  |
| 2 | Regulations 57(1) and (2)  The detailed grounds for mandatory exclusion of an organisation are set out on this web page: https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/551130/List\_of\_Mandatory\_and\_Discretionary\_Exclusions.pdf which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation has been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage.  - Participation in a criminal organisation  - Corruption  - Fraud  - Terrorist offences or offences linked to terrorist activities  - Money laundering or terrorist financing  - Child labour and other forms of trafficking in human beings |  |
| 3 | If you have answered 'Yes' to the question above, please provide further details;  - Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  - Identity of who has been convicted  - If the relevant documentation is available electronically please provide the web address, issuing authority and precise reference of the documents. |  |
| 4 | If you have answered 'Yes' to any of the questions above, have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (self-cleaning) |  |
| 5 | Regulation 57(3)  Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? |  |
| 6 | Please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including, where applicable, any accrued interest and/or fines.  Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions. |  |
| 7 | Regulation 57 (8)  The detailed grounds for discretionary exclusion of an organisation are set out on this web page, which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.  - Breach of environmental obligations  - Breach of social obligations  - Breach of labour law obligations  - Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any state  - Guilty of grave professional misconduct  - Entered into agreements with other economic operators aimed at distorting competition  - Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure  - Been involved in the preparation of the procurement procedure  - Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions |  |
| 8 | Please provide further details.  - Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.  - Identity of who has been convicted.  - If the relevant documentation is available electronically please provide the web address, issuing authority and precise reference of the documents. |  |
| 9 | Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (self-cleaning) |  |
| 10 | Regulation 57 (8)  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.  - The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria  - The organisation has withheld such information  - The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015  - The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award |  |
| 11 | Please provide further details.  - Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.  - Identity of who has been convicted.  - If the relevant documentation is available electronically please provide the web address, issuing authority and precise reference of the documents. |  |
| 12 | Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (self-cleaning) |  |
| 13 | Are you able to provide a copy of your audited accounts for the last two years? |  |
| 14 | If no, can you provide one of the following, if requested to do so:  A statement of the turnover, profit and loss account/income statement, balance sheet/statement of financial position and statement of cash flow for the most recent year of trading for this organisation.  or  A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.  or  Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). |  |
| 15 | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. |  |
| 16 | Are you able to provide parent company accounts if requested to at a later stage? |  |
| 17 | If yes, would the parent company be willing to provide a guarantee if necessary? |  |
| 18 | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? |  |
| 19 | Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.    The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.    Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).    Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or subcontractor(s) who will deliver the contract.  Please confirm you will complete the template attached. |  |
| 20 | Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s).  Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries).  Please enter N/A if you do not sub-contract. |  |
| 21 | If you cannot provide at least one example for questions 19, in no more than 500 words, please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. |  |
| 22 | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? |  |
| 23 | If you have answered 'Yes' to question 22, are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?  If 'Yes', please provide the relevant url to view the statement. If 'No', please provide an explanation. |  |
| 24 | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Employer’s (Compulsory) Liability Insurance = £10m  \*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. |  |
| 25 | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Public Liability Insurance = £5m |  |
| 26 | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Professional Indemnity Insurance = £1m |  |
| 27 | Please self-certify that evidence of the appropriate level of Buildings Insurance is available on request. |  |
| 28 | Please self-certify whether you already have or can commit to obtain, prior to the commencement of the contract, the level of insurance cover indicated below:  Contents Insurance of at least £5k for each young person placed. |  |
| 29 | Please confirm that evidence of the appropriate level of Young People’s Personal Belongings Insurance is available on request |  |
| 30 | Please confirm that you are able to provide services for young people who are: a) 16 to 17 years of age only; or b) 16 to 17 years of age as well as those that are 18 years of age and older |  |
| 31 | Please confirm that you are able to provide services for young people who are 18 years of age only. |  |
| 32 | Please confirm that you are appropriately registered or intend to register with Ofsted and can or will upload the Registration Certificate on completion of your application to register. |  |
| 33 | Please confirm that your most recent Ofsted Inspection rating is Good or Outstanding or, if applying to enrol for the DPS prior to April 2024, that you will do so once the inspection has taken place. |  |
| 34 | Please confirm that you have uploaded a Statement of Purpose for the service which covers the following:  a) Purpose, including ethos, core aims and function;  b) Category or categories of supported accommodation offered;  c) Services provided for young people;  d) Characteristics of the young people to be accommodated and supported, including the age range, number and sex;  e) Facilities provided;  f) Accommodation provided, and how it might be adapted to meet the individual needs of young people and the security arrangements in place;  g) Address of the registered provider's principal office;  h) Organisational structure, including management structure and staffing arrangements;  i) Arrangements for ensuring that the young people's rights and views are at the centre of the support, service delivery and planning;  j) Arrangements for ensuring that young people are fully aware of their entitlements throughout the duration of their placement;  k) Outcomes that the service seeks to achieve for young people and its approach to achieving those outcomes;  l) Arrangements for supporting the development of young people's independent living skills, in line with their identified individual needs;  m) Arrangements for promoting young people's involvement and progress in education, training or employment;  n) Arrangements for protecting and promoting the mental and physical health needs of young people, including medication handling, recording and safekeeping;  o) Anti-discriminatory practices in respect of children and their families;  p) Supporting the cultural, linguistic and religious needs of children;  q) Details of how to make complains and how to access the relevant complaints policy;  r) Details of how a person, body or organisation involved in the support or protection of a young person can access the service's child protection policies. |  |
| 35 | Please confirm that the service has an allocated person, accountable for all elements of service delivery, who will:  a) help young people aspire to fulfil their potential;  b) enable young people to have confidence in the service and its management;  c) ensure that children are protected from harm and enabled to keep themselves safe, and have their individual needs met;  d) ensure that young people build and develop the skills required to live independently;  e) ensure that all staff promote and prioritise the welfare of young people;  f) lead and manage the service in a way that is consistent with the Statement of Purpose;  g) ensure that staff work effectively as a team to meet the needs of young people;  h) ensure that staff have the necessary experience, qualifications and skills;  i) ensure that the service has sufficient staff to support and accommodate children safely and effectively;  j) implement recruitment practices that ensure staff are suitable;  k) ensure arrangements are in place to manage referrals and admissions, including emergency referrals and admissions;  l) ensure arrangements are in place for the supervision, training and development of staff;  m) ensure that each child is fully aware of their entitlements throughout the duration of their placement in supported accommodation;  n) ensure that staff have the skills necessary to support children to identify, access and receive their entitlements in a way that helps them to learn to identify, access and receive those entitlements independently in the future;  o) ensure that a workforce plan for the supported accommodation undertaking is in place;  p) ensure that a business continuity plan is in place, covering all areas, including staffing, premises, emergency scenarios and closure of the service. |  |
| 36 | Please confirm that a criminal record check for relevant convictions may be undertaken for persons of significance within the organisation. Please confirm that you will cooperate within reason and in a timely fashion with the Council's request for information should this be necessary. |  |
| 37 | Please confirm that the Properties are owned by the Provider or, if held on a leasehold basis, the terms of the lease and/or the facility to extend will ensure that it remains available for the full duration of the contract. |  |
| 38 | Please provide the full postal address and contact details for each property. |  |
| 39 | Please confirm that the properties have good public transport links and health & leisure services and other amenities are easily accessible. |  |
| 40 | Please confirm that each young person is provided with a bedroom or self-contained area which is lockable and equipped to meet the individual’s needs and lifestyle. |  |
| 41 | Please confirm that each young person will have a key/fob to access their accommodation (front door). |  |
| 42 | Please confirm that there is space within each bedroom or self-contained area for a young person to house a reasonable number of personal possessions. |  |
| 43 | Please confirm that a comfortable space is provided, either for shared or private use, in line with the service’s statement of purpose. |  |
| 44 | Please confirm that where a young person does not have access to basic essentials such as bedding, personal hygiene products and eating utensils, these are provided by the service. |  |
| 45 | Please confirm that a good standard of decor and furnishings is maintained throughout the service and within individual and shared living spaces. |  |
| 46 | Please confirm that appropriate security checks and measures are in place to maintain a safe service for young people. |  |
| 47 | Please confirm that appropriate arrangements are in place for young people to access help in a crisis or emergency, 24 hours a day. |  |
| 48 | Please confirm that a written statement is available which sets out the agreed protocol with regard to any incidents of criminal or violent behaviour at the service. This statement should ensure the safeguarding and protection of all young people and staff but must also be measured and proportionate, so as not to cause unnecessary criminalisation. |  |
| 49 | Please confirm that the property offers young people who are in education or training a study space, in their own room or elsewhere. |  |
| 50 | Please confirm that bathing and toilet facilities are sufficient for the number of occupants in the property. |  |
| 51 | Please confirm that all household appliances are useable and fit for purpose. |  |
| 52 | Please confirm that all young people will be sufficiently informed to fully understand his/her rights and responsibilities under the tenancy agreement. |  |
| 53 | Please confirm that young people will be fully informed about who is responsible for repairs and maintenance to the property, fittings and fixtures and know what to do and who to contact in an emergency, for example a water leak or if the heating breaks down. |  |
| 54 | Please confirm that all properties have a fire alarm system. |  |
| 55 | Please confirm that records of servicing and testing are available on request. |  |
| 56 | Please confirm that the fire alarm system at each property covers all parts of the building including bedrooms, communal areas, roof voids etc. |  |
| 57 | Please confirm that all properties have smoke and heat detectors. |  |
| 58 | Please confirm that all properties have a carbon monoxide detector. |  |
| 59 | Please confirm that where fire extinguishers are fitted, records of servicing and testing are available on request. |  |
| 60 | Please confirm that all properties have fire exits and clear fire exit instructions and signs. |  |
| 61 | Please confirm that all doors are approved fire doors. |  |
| 62 | Please confirm that there are procedures in place for those needing assistance with evacuation. |  |
| 63 | Please confirm that there is a system in place to establish who is present in the building in the event of a fire or need to evacuate the property. |  |
| 64 | Please confirm that there is a trained first aider amongst staff working all shifts at the property. |  |
| 65 | Please confirm that there is at least one first aid kit at each property. |  |
| 66 | Please confirm that records to show that first aid kits are checked and refilled regularly are available on request. |  |
| 67 | Please confirm that there is clear information about the following at each property: 1) emergency health procedures, i.e. nearest Accident and Emergency unit; and 2) NHS Drop-in centre including telephone numbers. |  |
| 68 | Please confirm that there is an accident book for each property. |  |
| 69 | Please confirm that each property has a current and valid National Inspection Council for Electrical Installation Contracting (NICEIC) electrical certificate. |  |
| 70 | Please confirm that each property has a current and valid Gas Safety certificate. |  |
| 71 | Please confirm that a Portable Appliance Test is carried out on an annual basis for all electrical equipment in the property belonging to the organisation. |  |
| 72 | Please confirm that a policy and evidence of a risk assessment approach to Portable Appliance Testing young people’s electrical equipment is available on request. |  |
| 73 | Please confirm that legionnaire disease testing is carried out for each property. |  |
| 74 | Please confirm that the minimum and maximum water temperature is tested at each property. |  |
| 75 | Please confirm that all properties have adequate heating and hot and cold water systems. |  |
| 76 | Please confirm that there are adequate toilet and bathroom facilities for the number of young people living in the property and the number of staff working at the property. |  |
| 77 | Please confirm that a Location Assessment has been completed and has identified the local area as a suitable location for the type of service provided. |  |
| 78 | Please confirm that recruitment policies have been developed to ensure the safeguarding of young people, by carrying out all necessary pre-employment checks. |  |
| 79 | If a trace has been identified on a DBS check, please confirm that a risk assessment and risk evaluation will be completed. |  |
| 80 | Please confirm that all employees (including agency) undergo an enhanced DBS (Disclosure Barring Service) check and are assessed as suitable to work with vulnerable young people, and that renewals are undertaken every three years or as per current legislation. |  |
| 81 | Please confirm that all employees (including agency workers) involved in direct delivery of services understand and comply with legislative requirements and The Milton Keynes Safeguarding Partnership Policies & Procedures https://www.mktogether.co.uk/. |  |
| 82 | Please confirm that a copy of the organisation’s Safeguarding Policy is available on request. |  |
| 83 | Please confirm that staff have the necessary skills to identify and act upon signs that a child is at risk of abuse, neglect, exploitation, or any other risk that may cause a young person harm, and act to reduce this risk as effectively as possible. |  |
| 84 | Please confirm that staff work collaboratively with young people to ensure they understand how to keep safe and offer guidance and support on how to minimise any potential risks. |  |
| 85 | Please confirm that the accommodation, and all accessible areas of the service are designed, furnished, and maintained to remove avoidable hazards which could pose a health and safety risk. |  |
| 86 | Please confirm that the service’s child protection policies are reviewed regularly (at least annually). |  |
| 87 | Please confirm that all policies referred to in the service specification are available on request. |  |
| 88 | Please confirm that the support package is appropriate to a young person’s needs, promotes and supports their independence, and clearly identifies the service's contribution to meeting their needs. |  |
| 89 | Please confirm that support plans are created from initial referral information, consultation with the young person and take account of other existing plans for the young person. |  |
| 90 | Please confirm that arrangements are in place for assessing a young person’s risks and for planning the mitigation of those risks. |  |
| 91 | Please confirm that services can accommodate and provide appropriate support for the service user groups specified, including those that are difficult to engage or have challenging behaviours. |  |
| 92 | Please confirm that the service is conducted in a way that is compliant with equality legislation and promotes the rights of young people. |  |
| 93 | Please confirm that the service engages with other organisations and community services to encourage and enable young people to obtain a range of services such as advocacy organisations and training providers. |  |
| 94 | Please confirm that young people are enabled to maintain appropriate and safe relationships with family and friends. |  |
| 95 | Please confirm that young people are able to participate in and influence how the service operates. |  |
| 96 | Please confirm that all staff possess, as a minimum, a Level 2 Qualification in a GCSE Core Subject or other relevant subject area and the necessary skills, knowledge and experience to deliver the service as specified. |  |
| 97 | Please confirm that managers possess, as a minimum, a Level 4 Qualification and can evidence experience of delivering services to young people. |  |
| 98 | Please confirm that requests for emergency placements (same day) can be accommodated, at least on a temporary basis. |  |

This table shows the documents which will need to be uploaded as part of your Enrolment.

|  |  |
| --- | --- |
| Documents | Instructional text |
| Single Procurement Document | If applicable, please upload a copy of the relevant evidence to having completed a Single Procurement Document, as outlined in Question 1 |
| Employers Liability Insurance | Please upload evidence of your organisation's Employer's Liability Insurance of at least £10m with the issue and expiry dates visible on the document as requested in Question 24 |
| Public Liability Insurance | Please upload evidence of your organisation's Public Liability Insurance of at least £5m with the issue and expiry dates visible on the document as requested in Question 25 |
| Professional Indemnity Insurance | Please upload evidence of your organisation’s Professional Indemnity Insurance of at least £1m with the issue and expiry dates visible on the document as requested in Question 26 |
| Financial Documentation | Please upload copies of the required financial documentation, as requested in Questions 13-18, as applicable |
| Contract Examples | Please upload the contract examples template as requested in Question 19. This template can be downloaded from the Download Documents section of the Enrolment |
| Ofsted Certificate of Registration | Please upload a copy of your organisation’s Ofsted Certificate of Registration. If before August 2023 and you are not registered with Ofsted, please upload a word document explaining that you have not yet registering but will be doing so when this becomes a requirement in August 2023. |
| Ofsted Inspection Report | Please upload a copy of your organisation’s Ofsted Inspection Report. If before April 2024 and you have not yet been inspected, please upload a word document explaining **either** that you are registered with Ofsted but have not yet been inspected, or that you have not yet registered, but will be l be doing so when this becomes a requirement in August 2023. |
| Purpose & Intent Statement | Please upload a copy of your organisation’s Purpose & Intent Statement as requested in Question 34 |

## Adding service categories and distribution override groups

The Service Categories below show a breakdown of the services that Milton Keynes City Council have included in the Supported Accommodation for Young People DPS. You can select as many categories as are relevant to your provision. The categories are listed below:

|  |
| --- |
| Service Category |
| 16-17 years |
| 18+ years |
| UASC |

Distribution override groups represent the different locations that Milton Keynes City Council will be considering for the Supported Accommodation for Young People DPS. Please select the location(s) that you have services in.

|  |
| --- |
| Distribution Override Groups |
| Milton Keynes Borough |
| Buckinghamshire, Bedfordshire, Northamptonshire |
| Other local authority area |

## Adding bank details

You will be provided with a space to enter your Bank Details for payment purposes.

# Next steps

Following submission, the Accreditation and Enrolment will be reviewed by the *adam* team, and then by Milton Keynes City Council. You will receive a system notification email to inform you of the outcome of each review stage.

**Please note that once your Enrolment is approved by Milton Keynes City Council, your application will be suspended pending the outcome of a physical inspection conducted by the Council.**

For more details on how to create and submit your Accreditation and Enrolment information, please see the Accreditation and Enrolment User Guide available at [www.adamproviders.co.uk](http://www.adamproviders.co.uk) on Milton Keynes City Council’s Supported Accommodation for Young People page.

To register and begin your application, visit [www.sproc.net](http://www.sproc.net).