



Adult Social Care and Health

Registration with Social Work England Guidance Document

Version 3

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If you would like to make any comments, amendments, additions etc please email
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1. Introduction

The [Social Work Regulations 2018](#) support the implementation of Part 2 of the [Children and Social Work Act 2017](#) and set out the details of how Social Work England regulate social workers in England.

[Social Work England](#) (SWE) is the professional regulatory body for the social work profession in England. This guide provides useful information and links to documents for employees and managers. This document highlights some of the key areas you need to be aware of whilst working for the council, however the Social Work England website holds significantly more information and should be referred to if you need guidance that falls beyond the scope of this document.

2. Re-registration

The requirement to maintain registration and renew this annually by 30 November is set out in legislation, regulation 13 of [The Social Workers Regulations 2018 - Social Work England](#) and Part 7 of the [Registration rules 2019 \(as amended\) - Social Work England](#)

SWE registration must be renewed on an annual basis. The renewal period is 1 September to 30 November annually and membership is for a year 1 December to 30 November.

Information on renewal can be found on the SWE webpage '[Apply to Renew Your Registration](#).'

See the [Top Tips for Renewing your Registration](#) from Social Work England.

See the [Guidance on Registration](#) from Social Work England.

See the [Guidance on Restoration](#) from Social Work England.

Whilst social workers will receive confirmation emails regarding payment of fee and submission of continuous professional development (CPD), when (re)registering, there are 3 requirements which all must be fully completed for registration to be successful.

1. Submission of evidence of CPD guidance
2. Payment of annual registration fee (this can be paid in 2 direct debit instalments of £45) - see the SWE webpage [Registration Fees](#).
3. Completion of registration declaration which includes a series of declarations around safe and effective practice see the SWE webpage [Apply to Renew your Registration](#).

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3. Completing and Recording CPD

Adult Care is committed to supporting all colleagues to have sufficient protected time to reflect and record their continuous professional development (CPD). This is by negotiation and prior agreement with your line manager. Colleagues can diary in up to 4 hours CPD time a month.

The requirement to do and record CPD applies to all registered social workers. For further information, please consult the [How to Record CPD Information](#) from SWE. and the Connect page [Continuous Professional Development](#).

[How to Record CPD information](#) from SWE includes information for people who are:

- on extended leave (for example maternity, paternity, adoption, or long-term sick leave)
- not currently working
- in non-case holding roles (for example managers, educators, and commissioners)

More information regarding [CPD during extended leave](#) can be found on the SWE website.

Submission of regular evidence of continuous professional development (CPD) is via the Social Work England online portal.

Regular is currently understood to mean at least 4 pieces per year, preferably submitted quarterly.

Social workers must record a **minimum** of 2 pieces of CPD per registration year. At least one piece of CPD should include a [peer reflection](#).

Social workers must anonymise their CPD, removing any details that could identify people. This includes names, addresses, or contact details. If a peer reflection is included, the peer should not be identified.

SWE encourage social workers not to leave recording to the last minute, as this can result in rushed or poor-quality CPD that would not meet their requirements. Please consult the following from webpages:

- [How to Record CPD](#)
- [How to Use The Online Account](#)

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4. Fees

The fee structure is set out below:

The fee for your initial registration is on a sliding scale dependent on the time of registration:

- 1 December to 28 February £90.00
- 1 March to 31 May £67.50
- 1 June to 31 August £45.00
- 1 September to 30 November £22.50

Annual registration fee: £90.00 (can be paid in two £45 instalments, 1 October & 1 April)

Restoration fee £135.00

*All fees quoted are correct at the time of publication

5. Reimbursement of Fees

There is currently agreement for employees who are required to be registered with SWE to carry out their role, to be able to be reimbursed for the registration fee. These fees must be reclaimed within three months of the payment being made unless there are exceptional circumstances, and these must be agreed by the executive director. Restoration fees will not be reimbursed.

The process for claiming fees is as follows:

- fees are refundable from DCC within 3 months of payment via employee creates/updates a 'travel and expenses' claim on WorkPlace using the same claim as their mileage for the month by:
- clicking on 'enter receipts'
- recording their fee claim by clicking on 'new entry'.
- entering the details, selecting either 'social work registration' or 'HCPC registration' from the 'expense type' dropdown box whichever is applicable.
- the claim is submitted for approval as per the normal mileage claim process. Further guidance is available in the Employee Self Service Mini Guide.

6. Essential Roles

Employees holding a position **that requires them** to be on the register must maintain their registration and this is reflected in their contract. The registration fees are therefore able to be reimbursed for the following positions:

- DMT member/assistant director
- group manager
- practice lead
- service manager

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- principal social worker
- practice development lead
- practice development manager
- safeguarding and quality assurance manager
- social worker
- senior practitioner

7. Failure to register

Whilst it is anticipated that most employees who are required to do so will renew their registration with SWE before 30 November each year, if an employee fails to do so by 15 November the employee's line manager will:

Discuss the situation with the employee, identifying:

- reasons for late re-registration
- any issues with the system that need working through
- actions required to support the employee/progress renewal
- agreed date for review/update
- and reminding employee of contractual requirement
- and reminding employee of implications of being removed from the register (unable to practice in current role, use the title social worker, restoration fee)
- and discussing contractual options (see below)
- and providing information to the group manager for the relevant assistant director summarising the above

6. Fitness to Practice Referrals to SWE

A social worker's fitness to practise is impaired if they pose a risk to public safety, if they continue to practise without restriction, or if their conduct or performance undermines public confidence of social workers in England. A social workers' fitness to practise might also be impaired when what they have done makes it necessary to send a public signal about the standards expected of social workers.

This reflects SWE's overarching objectives, which are:

- to protect, promote and maintain the health, safety, and wellbeing of the public
- to promote and maintain confidence in social workers in England
- to promote and maintain proper professional standards for social workers in England

A question about fitness to practise can arise from any situation, whether in the course of a social worker's professional work or from their personal conduct. This may mean that employees or agency workers are referred to SWE by the council, although this might not pass the triage test. More information about fitness to practice can be found below:

- [Guidance for Employers - SWE](#)

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- [SWE - Fitness to practice guidance for social workers](#)
- [Raise a concern - SWE](#)

The number of social workers that pass through any part of the fitness to practise process is proportionally very small compared to the overall number of social workers registered with SWE. On average this is 1.6% per year.

In Derbyshire County Council Adult Care, **Vanessa Ward, Principal Social Worker (PSW)** is the **Social Work England Single Point of Contact (SPOC)** and **Tracey Hyslop, PSW** is the **SPOC for Childrens Services**.

SWE established single points of contacts to help organisations to manage and respond to their requests for information so they can progress their investigations as quickly as possible. This supports us as employers of social workers to have a better oversight of the investigations involving their colleagues. Having employer support at an early stage means that SWE can understand more about the context of the concerns that have been raised and information about the quality of the social worker's current practice.

If you have concerns regarding a social workers fitness to practice please discuss with the principal social worker (PSW) for Adult Care in addition to following the usual employer capability and HR procedures, including person in position of trust (PIPOT) procedures and procedures relating to [Disclosure and Barring Service \(DBS\)](#).

7. Protected Title of Social Worker

'Social worker' is a protected title. That means it's illegal to use the title or represent yourself as a social worker unless you have current registration with [Social Work England](#).

Being a student and completing the social work qualification does not entitle you to use the title. Use of the title is only permitted once you are registered.

Anyone who uses the title in any way, without being registered is committing an offence and may be prosecuted. This includes verbally referring to yourself, or others, as a social worker, contracts, job titles including those embedded in MS Teams and SAP, job profiles, recording, signing documentation including electronic signatures, and identification (ID) e.g., badges.

If you fail to re-register within the timeframe and / or are removed from the register at any time, then you must immediately stop using the title and speak to your manager to ensure all documentation and recording you use and complete does not use the title. Also, your case work must not include any social worker duties and responsibilities. These arrangements must remain in place until you are fully restored onto the register. For details see the [restoration guidance](#) provided by SWE.

8. Recruiting Social Workers with Sanctions/Under-Investigation

If you are recruiting to a position that requires registration with SWE, sanctions would not necessarily prevent the applicant from being recruited, unless suspended or removed, rather this would require further consideration.

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The following summarises the key sanctions that can be applied during fitness to practice procedures:

Interim Order

Interim orders prevent a social worker from practising, or to place limits on their practice until the investigation is concluded, and appropriate action taken. They are used when information indicates that a social worker may pose an immediate risk to the public, to themselves, or where there are other public interest reasons to do so. If an interim order is imposed, it will be reviewed every 6 months after that unless the order is changed, or we need to apply to the high court for an extension (where it will be reviewed after 3 months).

Fitness to practice hearing outcomes a warning

A warning does not impose restrictions on a social workers' practice and will therefore only be used in cases where the social worker is seen to be fit to continue practising without restrictions. Warnings are designed to form a deterrent against similar conduct in the future and send out a message to the profession and the wider public about professional standards. They can be for one, three or five years, depending on the severity of the findings.

Conditions of practice

Conditions of practice may be imposed for a period of up to 3 years. Conditions could include preventing the social worker from practising in certain circumstances or restricting involvement in these areas to supervised practice. Conditions may also make positive requirements of a social worker such as to undergo training in a particular area.

Suspension

A social workers' registration can be suspended for any period up to a maximum of 3 years. Suspension prevents a social worker from practising for the length of the order. Suspension will only be appropriate in circumstances where the adjudicators determine that concerns are remediable and social workers are expected to use the period of suspension to achieve this.

Removal

If a social workers' name is removed from the register, they will be prevented from practising as a social worker. This is the most severe sanction and will only be used where there are no other means of protecting the public and maintaining confidence in the profession. A social worker who has been removed from the register by the adjudicators may apply for restoration to the register after 5 years.

9. Returning to Social Work

In order to return to the SWE register, social workers need to meet the following requirements, depending on how long they have been out of practice:

- under two years: no requirements
- two to five years: 30 days of updating their skills and knowledge
- five years or over: 60 days of updating their skills and knowledge

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If we are trying to recruit or receive enquiries from a person wishing to return to social work practice, we can make arrangements for them to complete their skills days.

Please contact Vanessa Ward, Principal Social Work at vanessa.ward@derbyshire.gov.uk for more information.

Author History

Authorisation and Approval History

Authored by Vanessa Ward	Principal Social Worker	May 2023
Approved by DMT		May 2023

Change History

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Version 3	Vanessa Ward	January 2024	Update