

Children's Services

Ensuring timely re-registration of Social Workers

1. Purpose

The Social Workers Regulations 2018 require all Social Workers to be registered with Social Work England. Those who are not registered must not use the title Social Worker and must not practise as a Social Worker. Social Workers must renew their registration with Social Work England every year, and the re-registration window is open 1 September to 30 November annually. This procedure aims to ensure that all Social Workers working for Children's Services renew their registration in a timely manner, so that children and families receive a continuous service.

2. Re-registration requirements

All social work staff, including newly appointed social workers, are required to maintain their registration with Social Work England in accordance with the regulatory body's rules and guidelines.

It is obligatory that Social Workers renew their registration on the [Social Work England portal](#), following the [guidance set out on their website](#).

Applications for registration must be supported by a minimum of two pieces of evidence of Continuing Professional Development (CPD). One of these must be a peer review. **Social workers are urged to record these on the portal as soon as they are completed, rather than waiting for the registration window to open.** To record CPD, Social Workers should log into their Social Work England account and go the section 'Your CPD'.

3. The timeline for re-registration

It is the responsibility of the Social Worker and their line manager to ensure that the timeline for re-registration is met. Social Workers and their line managers should follow this guideline:

Date	Action
August	The Childrens learning &Development team, working with the Principal Social Worker, will send a reminder via newsletters and/or relevant SharePoint pages that the window for registration will open in September; they will urge Social Workers to complete their CPD and re-register promptly.
1 September	The window for re-registration will open.

October	Managers will check progress towards re-registration with employees as part of their supervision.
November	Managers will remind Social Workers in their team that this is the final month in which to complete registration. Managers will check progress with individual employees as part of their supervision.
30 November	Deadline for re-registration
1 December	Social worker registration will be renewed by Social Work England. Managers should view the register as soon as possible to ensure that all team members have completed their registrations.

4. Ensuring the deadline is met

Managers should contact any team members who are away from work to ensure that they are aware of the re-registration requirements and comply with these. This includes team members who are on parental leave, those on sickness absence and agency workers.

If a Social Worker is concerned that they may be unable to complete their re-registration on time, they should discuss their concerns with their manager as soon as possible.

Business Support will also assist with an annual check of the SWE register to ensure that our social work employees have re-registered and escalate where necessary, any exceptions to the relevant line managers.

5. If the deadline is not met

If a Social Worker does not meet the registration deadline, they must not practice as a Social Worker until their registration is restored. Restoration of registration is more expensive than re-registering and may take many weeks.

Where a Social Worker has not met the deadline for reasons outside of their control, their manager may require them to take annual leave or unpaid leave until their registration is restored.

Where a Social Worker has not reregistered by the deadline despite reasonable management instructions to do so, this will be a disciplinary matter. Their manager will inform the HR advisory team and place them on management leave pending an investigation.

Reason for not registering with SW England	Normal action to be taken
Inadvertently missed registration	Take holiday or unpaid leave until registration is confirmed
Did not register and have failed to do so following reasonable management instructions given by the service	Disciplinary matter – employee placed on management leave initially pending investigation