

SAMPLE – Ready2Comply

FREE SAMPLE

Statement of Purpose Template

What's in the full version

- **Regulation 16 duties**
- **Schedule 1 cross-reference**
- **The statement of purpose**
- **Review and revision log**

Pages in this sample

– Statement of Purpose Template (first page)
– Statement of Purpose Template (page 2)

Statement of Purpose

Every Schedule 1 matter, in order, with guidance notes and worked example wording

DOCUMENT CONTROL

Organisation	[Organisation name]
Home	[Home name and address]
Setting type	Children's home (England)
Document title	Statement of purpose
Version	[1.0]
Approved by	[Name and role — Registered Manager / Responsible Individual]
Date approved	[DD/MM/YYYY]
Next review date	[DD/MM/YYYY — at least annually, and after any significant change]
Ofsted URN	[Once registered]
Copy sent to Ofsted	[DD/MM/YYYY — and within 28 days of any revision]
Published on website	[Yes, at web address / No — reason it would prejudice children's welfare]
Day-to-day owner	[Registered Manager — name]
Related documents	[Children's guide]; [Location assessment]; [Positive behaviour support policy]; [Restrictive practice policy]; [Safeguarding and child protection policy]; [Complaints procedure]; [Workforce plan]

How to use this template: This is an editable template, not a finished document, and it is not legal advice. Replace every item in [square brackets] with your own details. Each section has a guidance note (delete it) and worked example wording in [square brackets]. The examples show the level of detail Ofsted expects; they are not a description of your home. Rewrite every one so it is true for your home, then delete anything that does not apply. Have the registered person approve it before use. Delete every shaded guidance box (including this one) before you issue it. The Sources section at the end lists the public materials this template was written from, which were checked in November 2026. Always confirm that those materials are still current before you rely on them.

What's in this template

- Part 1 Before you write: your regulation 16 duties
- Part 2 Schedule 1 cross-reference (one page)
- Part 3 The statement of purpose: all 22 Schedule 1 matters, in order
- Part 4 Review and revision log
- Sources used in preparing this template

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Part 1 — Before you write: your regulation 16 duties

Duty	Regulation
Compile a statement of purpose covering every matter in Schedule 1.	16(1)
Give a copy to Ofsted, and make it available on request to staff, children (and children being considered for the home), their parents and placing authorities.	16(2)
Keep it under review and revise it where appropriate.	16(3)(a)
Tell Ofsted about any revision and send the revised statement within 28 days.	16(3)(b)
Publish it on the home's website, if there is one, unless that would prejudice the welfare of children in the home.	16(4)
Run the home at all times in a way that is consistent with it.	16(5)
Keep it in an accessible manner (it may be electronic).	38(a)

What good looks like

- **Unique to the home.** Ofsted requires a separate statement of purpose for each home, and takes its quality into account when deciding whether you are fit to be registered.
- **Child-focused.** The Guide (3.5) says it should show how the home gives individual care that meets the Quality Standards. Write about children, not about the company.
- **Consistent.** Your policies, staffing, training, premises, location assessment and children's guide must match it. Ofsted's applicant guidance says policies should reflect the statement of purpose and the needs of the children you intend to care for.
- **Honest.** Only describe what you actually provide. If you say you offer therapy, Schedule 1 para 14 requires qualifications, supervision and evidence of effectiveness.
- **Readable.** Placing authorities read it to decide on placements (Guide 3.6). Short paragraphs, plain words, no jargon or slogans.

> **Tip:** Keep the Schedule 1 headings and order. It makes it easy for Ofsted, placing authorities and the independent person to check that nothing is missing, and to cross-check against the Registration-ready Pack's statement of purpose checklist if you have it.

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