

Apply for voluntary removal from the Social Work England register

What this form is for

You can use this form to request voluntary removal from the Social Work England register.

This form is only suitable for social workers in England who (all of the following):

- are subject to fitness to practise proceedings
- no longer wish to practise as a social worker in England
- want their name to be removed from the Social Work England register

Social workers who want their name removed from the register, but are not subject to fitness to practise proceedings, should refer to our [separate guidance on leaving the register](#).

We will only grant voluntary removal in limited circumstances. Please read our [guidance on voluntary removal](#) before submitting this application.

Pre application questions

1. What stage is your fitness to practise case currently at? (select one of the following):

☐	Triage stage (the case is not yet with the investigation team)
☐	Investigation stage (a case examiner decision has not yet been made)
☐	Awaiting a final hearing decision
☐	You are currently subject to a conditions of practise or suspension order

If your case is at any one of these stages above, then you can continue with this form.

If you are unsure what stage your case is at, or whether this form is the correct form to complete, you should contact your case officer at Social Work England.

If you are unsure who your case officer is, you can contact Social Work England at enquiries@socialworkengland.org.uk and we can advise you as to the stage of your case.

2. Do you have multiple fitness to practise cases in the fitness to practise process? If so, please list all your cases below and identify which stages the cases fall in (as set out above)

Click or tap below to enter text.

Completing this form

There are five sections to this form:

1. Your details
2. Reasons for wanting to stop practising as a social worker in England
3. Evidence to support your application
4. Details of your fitness to practise case
5. Declaration
6. Final steps

Section 1: Your details

a. Your name	Click or tap below to enter text.
b. Social Work England Registration Number (this will start with prefix SW)	Click or tap below to enter text.
c. Fitness to practise case(s) reference number (if known). This will start with prefix FTPS or FTP) Please list all your cases (if you have multiple open cases).	Click or tap below to enter text.
d. Registered postal address (this is the address recorded on your online Social Work England account)	Click or tap below to enter text.
e. Correspondence address (only if different from question 1d)	Click or tap below to enter text.
f. Registered email address (this is the email address recorded on your online Social Work England account)	Click or tap below to enter text.
g. Correspondence email address (only if	Click or tap below to enter text.

different from question 1f)	
h. Daytime phone number This is in case we need to contact you about your application.	Click or tap below to enter text.

Section 2: Reasons for applying for voluntary removal

1. If you are no longer practising as a social worker in England (if you are currently practising, please skip to question 2)

a. What is your reason for no longer practising as a social worker in England? (please select one or more of the following):

☐	Retirement <i>Please use question 1c to explain if you have already retired and the retirement date.</i>
☐	Ill health <i>Please use question 1c to explain the nature of your ill-health.</i>
☐	You are migrating (or have migrated to another country), and do not intend to practise as a social worker elsewhere <i>Please use question 1c to identify where you are migrating (or have migrated) to.</i>
☐	You are migrating (or have migrated) to another country, and intend to practise as a social worker elsewhere <i>Please use question 1c to identify where you are migrating (or have migrated to) and where you intend to practise in future.</i>
☐	You are pursuing an alternative career (either in the England or elsewhere) <i>Please use question 1c to set out what the career is, and the steps you have taken towards pursuing this alternative career. For example, any training courses attended, job offers received, or other employment.)</i>
☐	Other <i>Please use question 1c to provide details.</i>

b. What was the date you last practised as a social worker in England? (DD/MM/YY):

Click or tap below to enter text.

c. Please provide further details on why you have stopped practising:

Click or tap below to enter text.

2. If you are currently practising as a social worker in England, but no longer wish to practise as a social worker in England

a. What is the reason why you no longer wish to practise as a social worker in England? (please select one or more of the following):

☐	Retirement <i>Please use question 2c to explain your intended retirement date.</i>
☐	Ill health <i>Please use question 2c to explain the nature of your ill-health.</i>
☐	You are migrating to another country, and do not intend to practise as a social worker elsewhere <i>Please use question 2c to identify where you are migrating to.</i>
☐	You are migrating to another country, and intend to practise as a social worker elsewhere <i>Please use question 1c to identify where you are migrating to, and where you intend to practise in future.</i>

☐	You are pursuing an alternative career (either in the England or elsewhere) <i>Please use question 1c to set out what the career is, and the steps you have taken towards pursuing this alternative career. For example, any training courses attended, job offers received, or other employment.)</i>
☐	Other <i>Please use question 1c to provide details.</i>

b. What is the date that you intend to stop practising as a social worker in England?
(DD/MM/YY):

Click or tap to the right to enter text.

c. Please provide further details on why you intend to stop practising:

Click or tap below to enter text.

Section 3: Evidence in support of your application

You need to provide additional documentation to support your application for voluntary removal.

The evidence you may wish to provide will depend on the reasons why you do not intend to practise as a social worker in England. If you are unsure about what supporting evidence to provide, please contact your case officer. They can offer advice on the evidence which may be necessary to assess your application.

How to provide evidence

You should provide evidence alongside this form. You can do this by (doing any of the following):

- attaching the evidence to an email and sending it to the case holder for your case
- attaching the evidence to an email and sending it to enquiries@socialworkengland.org.uk (if you don't know who the case holder is)
- sending the evidence by post to Social Work England, 1 North Bank, Blonk Street, Sheffield, S3 8JY

Examples of evidence you may wish to provide

For all applications

- a reflective statement, explaining why you are applying for voluntary removal

In cases of ill health

- a letter from your GP or other healthcare provider including (all of the following):
 - your health condition
 - the likely course, based on medical opinion for that health condition
 - how that health condition affects impacts on your ability to practise as a social worker
 - how you are engaging with the treatment for that health condition

In cases of retirement

- a dated and signed letter from your most recent line manager on organisation headed paper, which confirms (all of the following):
 - the role in which you are (or were) employed
 - the date on which you stopped (or intend to stop) working as a social worker in England
 - the reasons for stopping work

In cases of pursuing a new career or role

- Confirmation of employment in your new profession, such as a letter from your new employer confirming (both of the following):
 - the role in which you are employed (including a copy of the job description)
 - the date on which you started (or will start) employment

Section 4: The concerns raised about your fitness to practise

About this section

For us to grant voluntary removal, we usually require you to make admissions to the factual basis of the concerns that we are investigating.

If you do not make admissions, this suggests there is a dispute as to (one or more of the following):

- the seriousness of the allegation
- any relevant surrounding circumstances

This may weigh against us granting voluntary removal.

If we decide not to grant voluntary removal, we may share your admissions to the fitness to practise concerns with case examiners and/or adjudicators (as part of the fitness to practise process).

Social workers should not make admissions to concerns which they do not accept.

We note that there may be exceptional circumstances where you may be unable to respond to the concerns. For example, where there is medical evidence to confirm that you are seriously ill, and are unfit to participate in the fitness to practise proceedings. If that is the case, then you should set out the reasons why you are not able to respond to the concerns about your fitness to practise in question 10.

1. Are you subject to a final conditions of practise or suspension order? (Please select one of the following):

A final conditions of practise or suspension order will have been imposed by (either of the following):

- case examiners (through your agreement)
- adjudicators (following a final hearing)

If you are not sure if you have a conditions of practise order or a suspension order you should ask your case officer or email enquiries@socialworkengland.org.uk

☐	Yes
☐	No

More about your case (if you answered yes to question 1, you do not need to answer the following questions. You can skip to section 5)

2. Have we referred your case to the case examiners for a decision? (Please select one of the following):

☐	Yes
☐	No

If you answered yes to the question and the case examiners have been allocated the case for their decision making, we will place this application on hold until the case examiners have made their decision. You can make a further request for voluntary removal after they have made their decision.

If they have not yet been allocated the case to make a decision, we will consider the application.

You can leave this question blank if you are unsure.

3. Has your case(s) been listed for a final hearing?

☐	Yes
☐	No

You can leave this question blank if you are unsure.

4. If yes, what is the date of final hearing? (DD/MM/YY):

Click or tap to the right to enter text.

If you make your application with less than 21 days until your final hearing starts, then we are unlikely to grant voluntary removal. You can make a request for voluntary removal after the hearing has concluded.

5. What are the fitness to practise regulatory concerns/allegations against you? (Please set these out in list form):

The regulatory concerns/allegations against you will be set out in (any of the following documents):

- the letter sent to you by the investigation team following the triage decision
- the case investigation report that the investigator sent to you (before sending the case to case examiners)
- the case examiner decision document
- the statement of case sent to you by our instructed lawyers (ahead of your final hearing)

If you do not know what the concerns/allegations are, please contact your case officer before you submit this form. They can confirm what the specific regulatory concerns/allegations are against you.

Click or tap below to enter text.

6. Do you admit the facts of the regulatory concerns/allegation? (Please select one of the following):

☐	Yes
☐	No
☐	Partially

7. If you only partially admit the regulatory concerns/allegations, which parts do you admit to, and which parts do you not admit to?

Click or tap below to enter text.

8. Do you admit that your fitness to practise is impaired?

☐	Yes
☐	No

9. If you do not admit to (either or both of the following):

- the regulatory concerns/allegation
- that your fitness is impaired

please set out your reasons.

Click or tap below to enter text.

10. If you are not able to respond to the regulatory concerns/allegations, please set out the reasons why.

Click or tap below to enter text.

Section 5: Declaration

I confirm that:

- I am not currently practising as a social worker in England or I intend to stop practising as a social worker in England immediately
- I do not intend to practise social work in England in future
- All information supporting this application is accurate and true
- If I am removed from the register, I will not apply to be restored to the register at any point in the future
- I acknowledge that if I make an application to be restored to the register in future, this declaration stating that I would not do so and the fitness to practise concerns will be considered as part of the restoration process
- I acknowledge that information and any admissions regarding the fitness to practise concerns and this signed declaration as part of the voluntary removal process may be shared with any regulatory, licensing or public authority or employer in suitable circumstances.
- I understand that any admissions I have made to the fitness to practise concerns as part of this application may also be shared with the case examiners and the adjudicators in the event that the voluntary removal application is refused and the fitness to practise case proceeds

All the information set out above is true to the best of my belief and knowledge.

Name	Click or tap below to enter text.
Signature	Click or tap below to enter text.
Todays' date	Click or tap below to enter text.

Section 5: Next steps

Submitting your application

You must submit (both of the following):

- a copy of your signed application form
- copies of your supporting evidence

You should submit these to your case officer, or to enquiries@socialworkengland.org.uk

Processing your application

We will record your application on your case, and your case officer will confirm receipt of the application.

The case officer will review the application and consider whether we need any further information (either from yourself, or from another relevant person).

Requesting more information

If we request information from you, we will generally ask that you provide this within at least 14 calendar days. If you need more time to provide this information, you should make a request for an extension to the deadline as soon as possible. In this request, you should set out the reasons why additional time is needed.

If you do not provide the information we require within the extended timescale (without reasonable explanation), we will close the application for voluntary removal. The fitness to practise case will then progress in the usual manner.

Decisions on voluntary removal

The executive director for regulation will make the final decision on your application for voluntary removal. We will write to you to tell you the decision, and will provide you with the reasons.

Voluntary removal application granted

If we grant your application for voluntary removal, your registration will lapse immediately. We will not give partial refunds for annual registration fees.

Your public register entry will be amended to show 'No Longer Registered - Voluntary Removal'.

If you want to return to the register later, you will have to make an application for restoration to the register. When considering your restoration application, we will consider (both of the following):

- the fitness to practise concerns/allegations that formed the basis of the case against you
- the declaration you made that you would not seek to return to the register will be considered when considering your application.

Voluntary removal application refused

If we refuse your application, your fitness to practise case will continue in accordance with the usual process. We can rely on and use any admissions that you have made as part of this voluntary removal application in the fitness to practise proceedings against you.