

---

STATUTORY RULES OF NORTHERN IRELAND

---

**2007 No. 234**

**HEALTH AND PERSONAL SOCIAL SERVICES**

**The Day Care Setting Regulations (Northern Ireland) 2007**

*Made* - - - - - *4th April 2007*

*Coming into operation* *30th April 2007*

**THE DAY CARE SETTING REGULATIONS  
(NORTHERN IRELAND) 2007**

PART I

GENERAL

1. Citation and commencement
2. Interpretation
3. Prescribed Services
4. Statement of purpose
5. Service user's guide
6. Information about fees
7. Review of statement of purpose and service user's guide

PART II

REGISTERED PERSONS

8. Fitness of registered provider
9. Appointment of manager
10. Fitness of registered manager
11. Registered person: general requirements
12. Notification of offences

PART III

CONDUCT OF THE DAY CARE SETTING

13. Care and welfare of service users
14. Further requirements as to care and welfare
15. Assessment of service users
16. Service user's plan
17. Review of quality of care
18. Facilities and services

**Changes to legislation:** There are currently no known outstanding effects for the The Day Care Setting Regulations (Northern Ireland) 2007. (See end of Document for details)

19. Records
20. Persons employed
21. Fitness of workers
22. Restrictions on acting for service users
23. Views of persons employed as to conduct of the day care setting
24. Complaints
25. Guidance for social care workers and health care professionals

#### PART IV

#### PREMISES

26. Fitness of premises

#### PART V

#### MANAGEMENT

27. Financial position
28. Visits by registered provider

#### PART VI

#### MISCELLANEOUS

29. Notification of death, illness and other events
  30. Notice of absence
  31. Notice of changes
  32. Notice of termination of the provision of care in the day care setting
  33. Appointment of liquidators etc.
  34. Death of registered person
  35. Offences
  36. Compliance with regulations
- Signature

---

SCHEDULE	INFORMATION TO BE INCLUDED IN THE STATEMENT OF PURPOSE
1	The name and address of the registered provider and of...
2	The relevant qualifications and experience of the registered provider and...
3	The number, relevant qualifications and experience of persons employed in...
4	The philosophy of care.
5	The status and constitution of the day care setting.
6	The organisational structure of the day care setting.
7	The number of service users to be provided with services....
8	The range of needs that the day care setting is...
9	Any criteria used for admission to the day care setting....
10	The arrangements for service users to engage in social activities,...
11	The arrangements made for consultation with service users or their...
12	The fire precautions and associated emergency procedures in the day...
13	The arrangements made for contact between service users and their...
14	The arrangements for dealing with complaints.

15. The arrangements made for dealing with reviews of the service...
  16. The number and size of rooms in the day care...
  17. Details of any specific therapeutic techniques used in the day...
  18. The arrangements made for respecting the privacy and dignity of...
- SCHEDULE 2
- INFORMATION AND DOCUMENTS TO BE OBTAINED IN RESPECT OF PERSONS CARRYING ON, MANAGING OR WORKING AT A DAY CARE SETTING
1. Proof of the person's identity, including a recent photograph.
  2. When Part V of the Police Act 1997) is commenced...
  3. Two written references relating to the person, including a reference...
  4. Where a person has previously worked in a position whose...
  5. Details and documentary evidence of any relevant qualifications or accredited...
  6. A full employment history, together with a satisfactory written explanation...
- SCHEDULE 3
- MATTERS TO BE MONITORED BY THE REGISTERED PERSON
1. In respect of each service user cared for in the...
  2. Daily menus.
  3. All accidents and injuries sustained in the day care setting....
  4. Complaints in relation to service users and their outcomes.
  5. Any allegations or suspicions of abuse in respect of service...
  6. Recruitment records and conduct of required checks for new workers...
  7. Visitors to the day care setting.
  8. The use of measures of restraint in respect of service...
  9. Risk assessments for health and safety purposes and subsequent action...
  10. Medicines, medical treatment and first aid administered to any service...
  11. Duty rosters of persons working in the day care setting,...
  12. The day care setting's record of events and complaints.
  13. Fire drills and tests of alarms and of fire equipment....
  14. Records of appraisals of persons employed and the training and...
  15. Minutes of management meetings.
- SCHEDULE 4
- RECORDS TO BE KEPT IN A DAY CARE SETTING IN RESPECT OF EACH SERVICE USER
1. The following documents in respect of each service user—
  2. A recent photograph of the service user.
  3. A record of the following matters in respect of each...
  4. A copy of correspondence relating to each service user.
- SCHEDULE 5
- OTHER RECORDS TO BE KEPT IN A DAY CARE SETTING
1. A copy of the statement of purpose.
  2. A copy of the service user's guide.
  3. A record of all accounts relating to the day care...
  4. A copy of all inspection reports.
  5. A copy of any report made under regulation 28(4)(c) and...
  6. A record of all persons employed in the day care...
  7. A copy of the duty roster of persons working in...
  8. Where applicable, a record of the day care setting's charges...
  9. A record of all complaints made by service users or...

**Changes to legislation:** *There are currently no known outstanding effects for the The Day Care Setting Regulations (Northern Ireland) 2007. (See end of Document for details)*

10. A record of any of the following events that occur...
  11. Records of the food provided for service users in sufficient...
  12. A record of every fire practice, drill or test of...
  13. A statement of the procedure to be followed in the...
  14. A statement of the procedure to be followed in the...
  15. A record of charges made to service users for transport...
  16. A record of the programme of events and activities that...
  17. A record of all staff meetings held and the names...
  18. A record of training undertaken as referred to in regulation...
  19. A record of all visitors to the day care setting,...
- Explanatory Note

**Changes to legislation:**

There are currently no known outstanding effects for the The Day Care Setting Regulations (Northern Ireland) 2007.