
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**

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- 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...
 7. Evidence that the person is physically and mentally fit for...
- 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...

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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