

SCHEDULE 4

Regulation 22(2)

OTHER RECORDS TO BE KEPT IN A RESIDENTIAL FAMILY CENTRE

1. A copy of the statement of purpose.

.....
Commencement Information

I1 Sch. 4 para. 1 in operation at 30.4.2007, see [reg. 1](#)

2. A copy of the resident's guide.

.....
Commencement Information

I2 Sch. 4 para. 2 in operation at 30.4.2007, see [reg. 1](#)

3. A record of all accounts relating to the residential family centre including a record of resident's fees and financial arrangements that are handled by the centre and a record of persons working at the centre acting as the appointee or agent of a resident.

.....
Commencement Information

I3 Sch. 4 para. 3 in operation at 30.4.2007, see [reg. 1](#)

4. A copy of all inspection reports.

.....
Commencement Information

I4 Sch. 4 para. 4 in operation at 30.4.2007, see [reg. 1](#)

5. A copy of any report made under regulation 29(4) (c) or a copy of any written record or report made under regulation 30.

.....
Commencement Information

I5 Sch. 4 para. 5 in operation at 30.4.2007, see [reg. 1](#)

6. A record of all persons employed at the residential family centre, which includes in respect of each person so employed—
 - (a) his full name, address, date of birth, qualifications and experience and if applicable, confirmation of his registration status with an appropriate professional regulatory body;
 - (b) a copy of his birth certificate and passport (if any);
 - (c) a copy of each reference obtained in respect of him;
 - (d) the dates on which he commences and ceases to be so employed;
 - (e) the position he holds at the residential family centre, the work that he performs and the number of hours for which he is employed each week;
 - (f) correspondence, reports, records of disciplinary action and any other records in relation to his employment including the recruitment process under which he was appointed;
 - (g) the training and development activities completed by him.

Changes to legislation: There are currently no known outstanding effects for the The Residential Family Centres Regulations (Northern Ireland) 2007, SCHEDULE 4. (See end of Document for details)

Commencement Information

I6 Sch. 4 para. 6 in operation at 30.4.2007, see [reg. 1](#)

7. A copy of the duty roster of persons working at the residential family centre, and a record of whether the roster was actually worked.

Commencement Information

I7 Sch. 4 para. 7 in operation at 30.4.2007, see [reg. 1](#)

8. A record of the residential family centre's charges to residents, including any separate amounts payable for additional services not covered by those charges, and the amounts paid by or in respect of each resident.

Commencement Information

I8 Sch. 4 para. 8 in operation at 30.4.2007, see [reg. 1](#)

9. A record of all money or other valuables deposited by a resident for safekeeping or received on the resident's behalf, which—

- (a) shall state the date on which the money or valuables were deposited or received, the date on which any money or valuables were returned to a resident or used, at the request of the resident, on his behalf and, where applicable, the purpose for which the money or valuables were used; and
- (b) shall include the written acknowledgement of the return of the money or valuables.

Commencement Information

I9 Sch. 4 para. 9 in operation at 30.4.2007, see [reg. 1](#)

10. A record of furniture and personal possessions brought by a resident into the room occupied by him.

Commencement Information

I10 Sch. 4 para. 10 in operation at 30.4.2007, see [reg. 1](#)

11. A record of all complaints made by residents or representatives or relatives of residents or by persons working at the centre about the operation of the centre, and the action taken by the registered person in respect of any such complaint.

Commencement Information

I11 Sch. 4 para. 11 in operation at 30.4.2007, see [reg. 1](#)

12. A record of any of the following events that occur in the centre—

- (a) any accident;

- (b) any incident which is detrimental to the care, health, safety or welfare of a resident, including the outbreak of infectious disease in the centre;
- (c) any injury or serious illness;
- (d) any fire;
- (e) except where a record to which paragraph 14 refers is to be made, any occasion on which the fire alarm equipment is operated;
- (f) any theft or burglary.

.....
Commencement Information

I12 Sch. 4 para. 12 in operation at 30.4.2007, see [reg. 1](#)

13. Records of the food provided for residents in sufficient detail to enable any person inspecting the record to determine whether the diet is satisfactory, in relation to nutrition and otherwise, and of any special diets prepared for individual residents.

.....
Commencement Information

I13 Sch. 4 para. 13 in operation at 30.4.2007, see [reg. 1](#)

14. A record of every fire practice, drill or test of fire equipment (including fire alarm equipment) conducted in the centre, including staff attending, and of any action taken to remedy defects in the fire equipment.

.....
Commencement Information

I14 Sch. 4 para. 14 in operation at 30.4.2007, see [reg. 1](#)

15. A statement of the procedure to be followed in the event of a fire, or where a fire alarm is activated.

.....
Commencement Information

I15 Sch. 4 para. 15 in operation at 30.4.2007, see [reg. 1](#)

16. A statement of the procedure to be followed in the event of accidents or in the event of a resident becoming missing.

.....
Commencement Information

I16 Sch. 4 para. 16 in operation at 30.4.2007, see [reg. 1](#)

17. A record of charges made to residents for transport and the amounts paid by or in respect of each resident.

.....
Commencement Information

I17 Sch. 4 para. 17 in operation at 30.4.2007, see [reg. 1](#)

Changes to legislation: There are currently no known outstanding effects for the The Residential Family Centres Regulations (Northern Ireland) 2007, SCHEDULE 4. (See end of Document for details)

18. Where residents collectively own the vehicles—
- (a) a record is kept with the amounts paid by or in respect of each resident running the vehicle;
 - (b) a record is kept of journeys made and names of residents being transported.

Commencement Information

I18 Sch. 4 para. 18 in operation at 30.4.2007, see [reg. 1](#)

19. A record of the programme of events and activities that includes the name of the person leading the activity and the names of those who participated.

Commencement Information

I19 Sch. 4 para. 19 in operation at 30.4.2007, see [reg. 1](#)

20. A record of all staff meetings held and the names of all those attending.

Commencement Information

I20 Sch. 4 para. 20 in operation at 30.4.2007, see [reg. 1](#)

21. A record of training undertaken as referred to in Regulation 19(5)(a).

Commencement Information

I21 Sch. 4 para. 21 in operation at 30.4.2007, see [reg. 1](#)

22. A record of all visitors to the centre, including the names of all visitors.

Commencement Information

I22 Sch. 4 para. 22 in operation at 30.4.2007, see [reg. 1](#)

Changes to legislation:

There are currently no known outstanding effects for the The Residential Family Centres Regulations (Northern Ireland) 2007, SCHEDULE 4.