
STATUTORY INSTRUMENTS

1991 No. 890

CHILDREN AND YOUNG PERSONS

**Arrangements for Placement of
Children (General) Regulations 1991**

Made - - - - *2nd April 1991*
Laid before Parliament *10th April 1991*
Coming into force - - *14th October 1991*

The Secretary of State for Health, in exercise of the powers conferred by sections 23(2)(a) and (f) (ii) and (5), 59(2) and (3) and 104(4) of, and paragraphs 12, 13 and 14 of Schedule 2, 4(1) and (2) (d) of Schedule 4, 7(1) and (2)(g) of Schedule 5 and paragraph 10(1) and (2)(f) of Schedule 6 to the Children Act 1989(1) and of all other powers enabling him in that behalf hereby makes the following Regulations:—

Citation, commencement and interpretation

1.—(1) These Regulations may be cited as the Arrangements for Placement of Children (General) Regulations 1991 and shall come into force on 14th October 1991.

(2) In these Regulations, unless the context otherwise requires—

“the Act” means the Children Act 1989;

“area authority” means, in relation to a child who is or is to be placed, the local authority(2) in whose area the child is or is to be placed, where the child is looked after by a different authority;

“care case” means a case in which the child is in the care of a local authority(3);

“placement” subject to regulation 13 means—

(a) the provision of accommodation and maintenance by a local authority for any child whom they are looking after by any of the means specified in section 23(2)(a), (b), (c), (d) or (f) of the Act (accommodation and maintenance of child looked after by a local authority);

(1) 1989 c. 41. Paragraph 14 of Schedule 2 was amended by paragraph 26 of Schedule 16 to the [Courts and Legal Services Act 1990\(c.41\)](#).

(2) “local authority” is defined in section 105(1) of the Act as the council of a county, a metropolitan district, a London Borough or the Common Council of the City of London. Pursuant to section 2 of the Local Authority Social Services Act 1970 (c. 42), local authority functions under the Children Act 1989 stand referred to the social services committee of a local authority.

(3) See the definition of “care order” in section 105(1) of the Children Act 1989 and paragraphs 15 and 16 of Schedule 14 to that Act.

- (b) the provision of accommodation for a child by a voluntary organisation by any of the means specified in section 59(1)(a), (b), (c), (d) or (f) of the Act (provision of accommodation by voluntary organisations), and
 - (c) the provision of accommodation for a child in a registered children's home, and the expressions "place" and "placed" shall be construed accordingly;
- "responsible authority" means—
- (a) in relation to a placement by a local authority (including one in which the child is accommodated and maintained in a voluntary home or a registered children's home), the local authority which place the child,
 - (b) in relation to a placement by a voluntary organisation of a child who is not looked after by a local authority, the voluntary organisation which place the child, and
 - (c) in relation to a placement in a registered children's home of a child who is neither looked after by a local authority nor accommodated in such a home by a voluntary organisation, the person carrying on the home.
- (3) Any notice required under these Regulations is to be given in writing and may be sent by post.
- (4) In these Regulations, unless the context otherwise requires—
- (a) any reference to a numbered regulation is to the regulation in these Regulations bearing that number and any reference in a regulation to a numbered paragraph is to the paragraph of that regulation bearing that number;
 - (b) any reference to a numbered Schedule is to the Schedule to these Regulations bearing that number.

Application of Regulations

2. These Regulations apply to placements—
- (a) by a local authority of any child;
 - (b) by a voluntary organisation of a child who is not looked after by a local authority;
 - (c) in a registered children's home of a child who is neither looked after by a local authority nor accommodated in such a home by a voluntary organisation, by a person carrying on the home.

Making of arrangements

3.—(1) Before they place a child the responsible authority shall, so far as is reasonably practicable, make immediate and long-term arrangements for that placement, and for promoting the welfare of the child who is to be placed.

(2) Where it is not practicable to make those arrangements before the placement, the responsible authority shall make them as soon as reasonably practicable thereafter.

(3) In the case of a child to whom section 20(11) of the Act applies (child aged 16 or over agreeing to be provided with accommodation) the arrangements shall so far as reasonably practicable be agreed by the responsible authority with the child before a placement is made and if that is not practicable as soon as reasonably practicable thereafter.

(4) In any other case in which a child is looked after or accommodated but is not in care the arrangements shall so far as reasonably practicable be agreed by the responsible authority with—

- (a) a person with parental responsibility for the child, or
- (b) if there is no such person the person who is caring for the child

before a placement is made and if that is not practicable as soon as reasonably practicable thereafter.

(5) Any arrangements made by the responsible authority under this regulation shall be recorded in writing.

Considerations on making and contents of arrangements

4.—(1) The considerations to which the responsible authority are to have regard so far as reasonably practicable in making the arrangements referred to in regulation 3 in each case are the general considerations specified in Schedule 1, the considerations concerning the health of a child specified in Schedule 2 and the considerations concerning the education of a child specified in Schedule 3.

(2) Except in a care case, the arrangements referred to in regulation 3 shall include, where practicable, arrangements concerning the matters specified in Schedule 4.

Notification of arrangements

5.—(1) The responsible authority shall, so far as is reasonably practicable, notify the following persons in writing of the arrangements to place a child, before the placement is made—

- (a) any person an indication of whose wishes and feelings have been sought under section 22(4), section 61(2) or section 64(2) of the Act (consultation prior to decision making in respect of children looked after by a local authority, provided with accommodation by a voluntary organisation or in a registered children's home);
- (b) the district health authority for the district in which the child is living;
- (c) the local education authority for the area in which the child is living;
- (d) the child's registered medical practitioner;
- (e) the local authority for the area in which the child is living where the child is not placed by such an authority;
- (f) the area authority;
- (g) any person, not being an officer of a local authority, who is caring for the child immediately before the arrangements are made;
- (h) except in a care case, any person in whose favour a contact order is in force with respect to the child, and
- (i) in a care case, any person who has contact with the child pursuant to section 34 of the Act (contact with a child in care by parents etc) or to an order under that section.

(2) Where it is not practicable to give the notification before the placement, it shall be given as soon as reasonably practicable thereafter.

(3) The responsible authority shall send a copy of the arrangements referred to in regulation 3 or such part of the arrangements as they consider will not prejudice the welfare of the child with the notification referred to in paragraph (1) but in the case of notification to those specified in paragraph (1)(b) to (i) they shall send details of only such part of the arrangements as they consider those persons need to know.

Arrangements for contact

6. In operating the arrangements referred to in paragraph 6 of Schedule 4, a voluntary organisation or a person carrying on a registered children's home shall, unless it is not reasonably practicable or consistent with the child's welfare, endeavour to promote contact between the child and the persons mentioned in that paragraph.

Health requirements

7.—(1) A responsible authority shall, so far as reasonably practicable before a placement is made and if that is not reasonably practicable as soon as practicable after the placement is made—

- (a) ensure that arrangements are made for the child to be examined by a registered medical practitioner and
- (b) require the practitioner who has carried out the examination to make a written assessment of the state of health of the child and his need for health care

unless the child has been so examined and such assessment has been made within a period of three months immediately preceding the placement or the child is of sufficient understanding and he refuses to submit to the examination.

(2) During the placement of the child the responsible authority shall ensure that arrangements are made for a child to be provided with healthcare services, including medical and dental care and treatment.

Establishment of records

8.—(1) A responsible authority shall establish, if one is not already in existence, a written case record in respect of each child whom it places.

(2) The record shall include—

- (a) a copy of the arrangements referred to in regulation 3;
- (b) a copy of any written report in its possession concerning the welfare of the child;
- (c) a copy of any document considered or record established in the course of or as a result of a review of the child's case;
- (d) details of arrangements for contact, of contact orders and of other court orders relating to the child; and
- (e) details of any arrangements whereby another person acts on behalf of the local authority or organisation which placed the child.

Retention and confidentiality of records

9.—(1) A case record relating to a child who is placed shall be retained by the responsible authority until the seventy-fifth anniversary of the date of birth of the child to whom it relates or, if the child dies before attaining the age of 18, for a period of 15 years beginning with the date of his death.

(2) The requirements of paragraph (1) may be complied with either by retaining the original written record, or a copy of it, or by keeping all of the information from such record in some other accessible form (such as by means of a computer).

(3) A responsible authority shall secure the safe keeping of case records and shall take all necessary steps to ensure that information contained in them is treated as confidential, subject only to—

- (a) any provision of or made under or by virtue of, a statute under which access to such records or information may be obtained or given;
- (b) any court order under which access to such records or information may be obtained or given.

Register

10.—(1) A local authority, shall, in respect of every child placed in their area (by them and any other responsible authority) and every child placed by them outside their area enter into a register to be kept for the purpose—

- (a) the particulars specified in paragraph (3), and
- (b) such of the particulars specified in paragraph (4) as may be appropriate.

(2) A voluntary organisation and a person carrying on a registered children's home shall, in respect of every child placed by them, enter into a register to be kept for the purpose—

- (a) the particulars specified in paragraph (3), and
- (b) such of the particulars specified in paragraph (4) as may be appropriate.

(3) The particulars to be entered into the register in accordance with paragraphs (1) or (2) are—

- (a) the name, sex and date of birth of the child;
- (b) the name and address of the person with whom the child is placed and, if different, of those of the child's parent or other person not being a parent of his who has parental responsibility for him;
- (c) in the case of a child placed on behalf of a local authority by a voluntary organisation or in a registered children's home, the name of the authority;
- (d) whether the child's name is entered on any local authority register indicating that the child is at risk of being abused;
- (e) whether the child's name is entered on the register maintained under paragraph 2 of Schedule 2 to the Act (register of disabled children);
- (f) the date on which each placement of the child began and terminated and the reason for each termination;
- (g) in a care case the name of the local authority in whose care the child is;
- (h) the legal provisions under which the child is being looked after or cared for.

(4) The additional particulars to be entered in the register, where appropriate in accordance with paragraphs (1) or (2) are—

- (a) in the case of a child placed by a local authority in respect of whom arrangements have been made for the area authority to carry out functions pursuant to regulation 12 a note that the arrangements were made and the name of the other local authority with whom they were made; and
- (b) in the case of a child who has been placed, in respect of whom arrangements have been made for supervision of the placement to be carried out on behalf of a responsible authority (otherwise than pursuant to Regulation 12), a note that the arrangements were made and the name of person with whom the arrangements were made.

(5) Entries in registers kept in accordance with this regulation shall be retained until the child to whom the entry relates attains the age of 23 or, if the child has died before attaining 23, the period of 5 years beginning with the date of his death.

(6) The requirements of paragraph (1) may be complied with either by retaining the original register, or a copy of it, or by keeping all of the information from such a register in some other accessible form (such as by means of a computer).

(7) A responsible authority shall secure the safe keeping of registers kept in accordance with this regulation and shall take all necessary steps to ensure that information contained in them is treated as confidential, subject only to—

- (a) any provision of or made under or by virtue of a statute under which access to such registers or information may be obtained or given;
- (b) any court order under which access to such registers or information may be obtained or given.

Access by guardians ad litem to records and register

11. Each voluntary organisation, where they are not acting as an authorised person⁽⁴⁾, and every person carrying on a registered children's home shall provide a guardian ad litem of a child—

- (a) such access as may be required to—
 - (i) case records and registers maintained in accordance with these Regulations; and
 - (ii) the information from such records or registers held in whatever form (such as by means of computer);
- (b) such copies of the records or entries in the registers as he may require.

Arrangements between local authorities and area authorities

12. Where arrangements are made by a local authority which is looking after a child with an area authority for the area authority to carry out functions in relation to a placement on behalf of the local authority—

- (a) the local authority shall supply the area authority with all such information as is necessary to enable the area authority to carry out those functions on behalf of the local authority;
- (b) the area authority shall keep the local authority informed of the progress of the child and, in particular, shall furnish reports to the local authority following each visit to the home in which the child is placed and following each review of the case of the child carried out by the area authority on behalf of the local authority;
- (c) the local authority and the area authority shall consult each other from time to time as necessary, and as soon as reasonably practicable after each such review of the case of the child, with regard to what action is required in relation to him.

Application of Regulations to short-term placements

13.—(1) This regulation applies to a series of short-term placements at the same place where the following conditions are satisfied—

- (a) all the placements occur within a period which does not exceed one year;
- (b) no single placement is for a duration of more than four weeks; and
- (c) the total duration of the placements does not exceed 90 days.

(2) Any series of short-term placements to which this regulation applies may be treated as a single placement for the purposes of these Regulations.

(4) For access by guardians ad litem to local authority and authorised person's records see section 42 of the 1989 Act as amended by paragraph 18 of Schedule 16 to the [Courts and Legal Services Act 1990\(c.41\)](#). "Authorised person" is defined in section 31, of the 1989 Act.

Signed by authority of the Secretary of State for Health.

2nd April 1991

Virginia Bottomley
Minister of State,
Department of Health

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SCHEDULE 1

Regulation 4(1)

CONSIDERATIONS TO WHICH RESPONSIBLE AUTHORITIES ARE TO HAVE REGARD

1. In the case of a child who is in care, whether an application should be made to discharge the care order.
2. Where the responsible authority is a local authority whether the authority should seek a change in the child's legal status.
3. Arrangements for contact, and whether there is any need for changes in the arrangements in order to promote contact with the child's family and others so far as is consistent with his welfare.
4. The responsible authority's immediate and long term arrangements for the child, previous arrangements in respect of the child, and whether a change in those arrangements is needed and consideration of alternative courses of action.
5. Where the responsible authority is a local authority, whether an independent visitor should be appointed if one has not already been appointed.
6. Whether arrangements need to be made for the time when the child will no longer be looked after by the responsible authority.
7. Whether plans need to be made to find a permanent substitute family for the child.

SCHEDULE 2

Regulation 4(1)

HEALTH CONSIDERATIONS TO WHICH RESPONSIBLE AUTHORITIES ARE TO HAVE REGARD

1. The child's state of health.
2. The child's health history.
3. The effect of the child's health and health history on his development.
4. Existing arrangements for the child's medical and dental care and treatment and health and dental surveillance.
5. The possible need for an appropriate course of action which should be identified to assist necessary change of such care, treatment or surveillance.
6. The possible need for preventive measures, such as vaccination and immunisation, and screening for vision and hearing.

SCHEDULE 3

Regulation 4(1)

EDUCATIONAL CONSIDERATIONS TO WHICH RESPONSIBLE AUTHORITIES ARE TO HAVE REGARD

1. the child's educational history.
2. The need to achieve continuity in the child's education.
3. The need to identify any educational need which the child may have and to take action to meet that need.

4. The need to carry out any assessment in respect of any special educational need under the Education Act 1981(4) and meet any such needs identified in a statement of special educational needs made under section 7 of that Act.

SCHEDULE 4

Regulation 4(2)

MATTERS TO BE INCLUDED IN ARRANGEMENTS TO ACCOMMODATE CHILDREN WHO ARE NOT IN CARE

1. The type of accommodation to be provided and its address together with the name of any person who will be responsible for the child at that accommodation on behalf of the responsible authority.
2. The details of any services to be provided for the child.
3. The respective responsibilities of the responsible authority and—
 - (a) the child;
 - (b) any parent of his; and
 - (c) any person who is not a parent of his but who has parental responsibility for him.
4. What delegation there has been by the persons referred to in paragraph 3(b) and (c) of this Schedule to the responsible authority of parental responsibility for the child's day to day care.
5. The arrangements for involving those persons and the child in decision making with respect to the child having regard—
 - (a) to the local authority's duty under sections 20(6) (involvement of children before provision of accommodation) and 22(3) to (5) of the Act (general duties of the local authority in relation to children looked after by them);
 - (b) the duty of the voluntary organisation under section 61(1) and (2) of the Act (duties of voluntary organisations); and
 - (c) the duty of the person carrying on a registered children's home under section 64(1) and (2) of the Act (welfare of children in registered children's homes).
6. The arrangements for contact between the child and—
 - (a) his parents;
 - (b) any person who is not a parent of his but who has parental responsibility for him; and
 - (c) any relative, friend or other person connected with him,and if appropriate, the reasons why contact with any such person would not be reasonably practicable or would be inconsistent with the child's welfare.
7. The arrangements for notifying changes in arrangements for contact to any of the persons referred to in paragraph 6.
8. In the case of a child aged 16 or over whether section 20(11) (accommodation of a child of 16 or over despite parental opposition) applies.
9. The expected duration of arrangements and the steps which should apply to bring the arrangements to an end, including arrangements for rehabilitation of the child with the person with whom he was living before the voluntary arrangements were made or some other suitable person,

(4) For access by guardians ad litem to local authority and authorised person's records see section 42 of the 1989 Act as amended by paragraph 18 of Schedule 16 to the [Courts and Legal Services Act 1990\(c.41\)](#). "Authorised person" is defined in section 31, of the 1989 Act.

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having regard in particular, in the case of a local authority looking after a child, to section 23(6) of the Act (duty to place children where practicable with parents etc.) and paragraph 15 of Schedule 2 to the Act (maintenance of contact between child and family).

EXPLANATORY NOTE

(This note does not form part of the Regulations)

These Regulations make provision for the arrangements for placement of children by local authorities, voluntary organisations and persons carrying on registered children's homes. These placements are with foster parents, in community homes, voluntary children's homes or registered children's homes and under other arrangements (but not in a home provided in accordance with arrangements made by the Secretary of State under section 82(5) of the Children Act 1989).

The Regulations make provision for the application of the regulations (regulation 2); the making of arrangements for accommodation and maintenance of and promotion of the welfare of children (regulation 3); the considerations to be given on making the arrangements and except in a care case the contents of those arrangements (regulation 4); notification of the arrangements (regulation 5); the arrangements for contact in respect of children placed by voluntary organisations or in a registered children's home (regulation 6); the health requirements (regulation 7); establishment of records (regulation 8); the retention and confidentiality of records (regulation 9); registers of relevant information (regulation 10); the access by guardians ad litem to records and registers (regulation 11); arrangements made between local authorities and other authorities for carrying out responsibilities in respect of those arrangements on their behalf (regulation 12) and short-term placements (regulation 13).