

SCHEDULE 1

Regulation 4(1)

MATTERS TO BE INCLUDED IN THE STATEMENT OF PURPOSE

1. A statement of the overall aims of the home, and the objectives to be attained with regard to children accommodated in the home.
2. A statement of the facilities and services to be provided, within and outside the home, for the children accommodated in the home.
3. The name and business address of every registered person.
4. The relevant qualifications and experience of every registered person.
5. The numbers, relevant qualifications and experience of persons working at the home, and if the workers are all of one sex, a description of the means whereby the home will promote appropriate role models of both sexes.
6. The arrangements for the supervision, training and development of employees.
7. The organisational structure of the home.
8. The following details—
 - (a) the age-range, sex and numbers of children for whom it is intended that accommodation should be provided;
 - (b) whether it is intended to accommodate children who are disabled, have special needs or any other special characteristics;
 - (c) the range of needs (other than those mentioned in sub-paragraph (b)) that the home is intended to meet.
9. The criteria used for admission to the home, including the home's policy and procedures for emergency admissions (if the home provides for emergency admissions).
10. If the home provides or is intended to provide accommodation for more than six children, a description of the positive outcomes intended for children in a home of such a size, and a description of the home's strategy for counteracting any adverse effects arising from its size for the children accommodated in the home.
11. A description of the home's ethos and philosophy and the theoretical or therapeutic basis for the care provided.
12. The arrangements made to protect and promote the health of the children accommodated in the home.
13. The arrangements for the promotion of the education of the children accommodated in the home, including the facilities for private study.
14. The arrangements to promote the participation of children in hobbies and recreational, sporting and cultural activities.
15. The arrangements made for consultation with the children accommodated in the home about its operation.
16. Details of—
 - (a) the home's policy on behaviour management and the use of restraint;
 - (b) the methods of control and discipline that may be used in the home and the circumstances in which, and by whom, they may be used.
17. The arrangements for child protection and to counter bullying.

Status: This is the original version (as it was originally made).

18. The procedure for dealing with any unauthorised absence of a child from the home.
19. Details of any means of surveillance of children which may be used in the home.
20. The fire precautions and associated emergency procedures in the home.
21. The arrangements made for the children's religious instruction and observance.
22. The arrangements made for contact between any child accommodated in the home and his or her parents, relatives and friends.
23. The arrangements for dealing with complaints of the children accommodated there.
24. The arrangements for dealing with reviews of placement plans.
25. The type of accommodation and sleeping arrangements provided (including details of any zones for particular types of children) and the circumstances in which children may share bedrooms.
26. Details of any specific therapeutic techniques used in the home and arrangements for their supervision.
27. Details of the home's policy on anti-discriminatory practice as respects children and children's rights.

SCHEDULE 2

Regulations 6, 8, 26

INFORMATION REQUIRED IN RESPECT OF PERSONS SEEKING TO CARRY ON, MANAGE OR WORK AT A CHILDREN'S HOME

1. Proof of identity including a recent photograph.
2. Either—
 - (a) where the certificate is required for a purpose relating to section 115(5)(ea) of the Police Act 1997 (registration under Part II of the Care Standards Act 2000)(1), or the position falls within section 115(3) or (4) of the Police Act 1997, an enhanced criminal record certificate issued under section 115 of that Act in respect of which less than three years have elapsed since it was issued; or
 - (b) in any other case, a criminal record certificate issued under section 113 of that Act in respect of which less than three years have elapsed since it was issued;including, where applicable, the matters specified in section 113(3A) or (3C) or 115(6A) or (6B) of that Act(2).
3. Two written references, including a reference from the last employer, if any.
4. Where a person has previously worked in a position whose duties involved work with children or vulnerable adults, so far as reasonably practicable verification of the reason why the employment or position ended.
5. Documentary evidence of any relevant qualification.

(1) Section 115(ea) is inserted by the Care Standards Act 2000, section 104, on a date to be appointed. Sections 113 and 115, as amended, have not yet been brought into force.

(2) Sections 113(3A) and 115(6A) are added to the Police Act 1997 by section 8 of the Protection of Children Act 1997 (c. 14) from a date to be appointed, and amended by section 104 and 116 of, and paragraph 25 of Schedule 4 to, the Care Standards Act 2000. Sections 113(3C) and 115(6B) are added to the Police Act 1997 by section 90 of the Care Standards Act 2000 on a date to be appointed.

6. A full employment history, together with a satisfactory written explanation of any gaps in employment.
7. Details of any criminal offences—
 - (a) of which the person has been convicted, including details of any convictions which are spent within the meaning of section 1 of the Rehabilitation of Offenders Act 1974⁽³⁾ and which may be disclosed by virtue of the Rehabilitation of Offenders Act 1975 (Exceptions) Order 1975 (as that Order stands amended from time to time)⁽⁴⁾; or
 - (b) in respect of which he or she has been cautioned by a constable and which, at the time the caution was given, he or she admitted.

SCHEDULE 3

Regulation 28(1)

INFORMATION TO BE INCLUDED IN THE CASE RECORDS OF CHILDREN ACCOMMODATED IN CHILDREN'S HOMES

1. The child's name and any name by which the child has previously been known other than a name used by the child prior to adoption.
2. The child's date of birth and sex.
3. The child's religious persuasion, if any.
4. A description of the child's racial origin and cultural and linguistic background.
5. The child's address immediately prior to entering the home.
6. The name, address and telephone number of the child's placing authority.
7. The statutory provision (if any) under which he or she is provided with accommodation.
8. The name, address, telephone number and the religious persuasion, if any, of the child's parents;
9. The name, address and telephone number of any social worker for the time being assigned to the child by the placing authority.
10. Any record required to be kept under regulation 16(2)(d) (allegation of abuse or neglect in relation to the child).
11. The date and circumstances of all absences of the child from the home, including whether the absence was authorised and any information relating to the child's whereabouts during the period of absence.
12. The date of, and reason for, any visit to the child whilst in the home.
13. A copy of any statement of special educational needs maintained in relation to the child under section 324 of the Education Act 1996⁽⁵⁾, with details of any such needs.
14. The date and circumstances of any measures of control, restraint or discipline used on the child.
15. Any special dietary or health needs of the child.

(3) 1974 c. 53.

(4) S.I.1975/1023. At the coming into force of these regulations the following instruments have made relevant amendments to the Order: S.I. 1986/1249; 1986/2268; and S.I. 2001/1192.

(5) 1996 c. 56. Section 324 is amended by section 140(1) of, and paragraph 77 of Schedule 30 to, the School Standards and Framework Act 1998 (c. 31), and section 9 of the Special Educational Needs and Disability Act 2001 (c. 10).

Status: This is the original version (as it was originally made).

16. The name, address and telephone number of any school or college attended by the child, and of any employer of the child.
17. Every school report received by the child while accommodated in the home.
18. Arrangements for, including any restriction, prohibition or condition as to, contact between the child, his parents, and any other person.
19. A copy of any plan for the care of the child prepared by his placing authority, and of the placement plan.
20. The date and result of any review of the placing authority's plan for the care of the child, or of the child's placement plan.
21. The name and address of the general practitioner with whom the child is registered, and of the child's registered dental practitioner.
22. Details of any accident or serious illness involving the child while accommodated in the home.
23. Details of any immunisation, allergy, or medical examination of the child and of any medical or dental need or treatment of the child.
24. Details of any health examination or developmental test conducted with respect to the child at or in connection with his or her school.
25. Details of any medicines kept for the child in the home, including any medicines which the child is permitted to administer to himself, and details of the administration of any medicine to the child.
26. The date on which any money or valuables are deposited by or on behalf of a child for safekeeping, and the dates on which any money is withdrawn, and any valuables are returned.
27. The address, and type of establishment or accommodation, to which the child goes when he or she ceases to be accommodated in the home.

SCHEDULE 4

Regulation 28(4)

OTHER RECORDS

1. A record in the form of a register showing in respect of each child accommodated in the children's home—
 - (a) the date of his or her admission to the home;
 - (b) the date on which he or she ceased to be accommodated there;
 - (c) his or her address prior to being accommodated in the home;
 - (d) his or her address on leaving the home;
 - (e) his or her placing authority;
 - (f) the statutory provision, if any, under which he or she is accommodated in the home.
2. A record of all persons working at the children's home, which shall include in respect of a person falling within regulation 26(1) the following matters—
 - (a) full name;
 - (b) sex;
 - (c) date of birth;

- (d) home address;
 - (e) qualifications relevant to, and experience of, work involving children;
 - (f) whether he or she works at the home full-time or part-time, (whether paid or not) and if part-time the average number of hours worked per week; and
 - (g) whether he or she resides at the home.
3. A record of any person who resides or works at any time at the children’s home, who is not mentioned in the records kept in accordance with paragraph 1 or 2.
 4. A record of all accidents occurring in the children’s home or to children whilst accommodated by the home.
 5. A record of the receipt, disposal and administration of any medicine to any child.
 6. A record of every fire drill or fire alarm test conducted, with details of any deficiency in either the procedure or the equipment concerned, together with details of the steps taken to remedy that deficiency.
 7. A record of all money deposited by a child for safekeeping, together with the date on which that money was withdrawn, or the date of its return.
 8. A record of all valuables deposited by a child and the date of their return.
 9. Records of all accounts kept in the children’s home.
 10. A record of menus served.
 11. A record, in accordance with regulation 17(4), of every disciplinary measure imposed on a child.
 12. Records of all staff duty rosters, and a record of the actual rosters worked.
 13. A daily log of events occurring in the home.
 14. A record of all visitors to the home and to children accommodated in the home, including the names of visitors and the reasons for the visit.

SCHEDULE 5

Regulation 29(1)

EVENTS AND NOTIFICATIONS

Column 1	Column 2				
<i>Event:</i>	<i>To be notified to:</i>				
	Appropriate office of the National Assembly	Placing authority	Local authority in whose area the home is situated	Appro private police officer	Health authority in whose area the home is situated
Death of a child accommodated in the home	yes	yes	yes		yes
Referral to the Secretary of State pursuant	yes	yes			

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Column 1 <i>Event:</i>	Column 2 <i>To be notified to:</i>				
	Appropriate office of the National Assembly	Placing authority	Local authority in whose area the home is situated	Appro private police officer	Health authority in whose area the home is situated
to section 2(1) (a) of the Protection of Children Act 1999(6) of an individual working at the home					
Serious illness or serious accident sustained by a child accommodated in the home	yes	yes			
Occurrence of infectious disease which in the opinion of a registered medical practitioner attending at the home is sufficiently serious to be so notified	yes	yes			yes
Allegation that a child accommodated at the home has committed a serious offence	yes		yes		
Involvement or suspected involvement of a child accommodated at the home in prostitution	yes	yes	yes	yes	

(6) 999 c.14.

Column 1 <i>Event:</i>	Column 2 <i>To be notified to:</i>				
	Appropriate office of the National Assembly	Placing authority	Local authority in whose area the home is situated	Appropriate private police officer	Health authority in whose area the home is situated
Serious incident necessitating calling the police to the home	yes	yes			
Absconding by a child accommodated at the home		yes			
Any serious complaint about the home or persons working there	yes	yes			
Instigation and subsequent outcome of any child protection enquiry involving a child accommodated at the home	yes	yes			

SCHEDULE 6

Regulation 33(1)

MATTERS TO BE MONITORED AND REVIEWED BY THE REGISTERED PERSON

1. In respect of each child accommodated in the children’s home, compliance with the placing authority’s plan for the care of the child (where applicable) and the placement plan.
2. The deposit and issue of money and other valuables handed in for safekeeping.
3. Daily menus.
4. All accidents and injuries sustained in the home or by children accommodated there.
5. Any illnesses of children accommodated in the home.
6. Complaints in relation to children accommodated in the home and their outcomes.

Status: This is the original version (as it was originally made).

7. Any allegations or suspicions of abuse in respect of children accommodated in the home and the outcome of any investigation.
8. Staff recruitment records and conduct of required checks for new workers in the home.
9. Visitors to the home and to children in the home.
10. Notifications of the events listed in Schedule 5.
11. Any unauthorised absence from the home of a child accommodated there.
12. The use of measures of control, restraint and discipline in respect of children accommodated in the home.
13. Risk assessments for health and safety purposes and subsequent action taken.
14. Medicines, medical treatment and first aid administered to any child accommodated in the home.
15. In the case of a qualifying school, the standards of educational provision.
16. Duty rosters of persons working at the home, and the rosters actually worked.
17. The home's daily log of events.
18. Fire drills and tests of alarms and of fire equipment.
19. Records of appraisals of employees.
20. Minutes of staff meetings.