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WELSH STATUTORY INSTRUMENTS

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**2003 No. 781 (W.92)**

**CHILDREN AND YOUNG PERSONS, WALES  
SOCIAL CARE, WALES**

**The Residential Family Centres (Wales) Regulations 2003**

*Made - - - - 18th March 2003*

*Coming into force 1st September 2003*

**THE RESIDENTIAL FAMILY CENTRES  
(WALES) REGULATIONS 2003**

PART I

**GENERAL**

1. Citation, commencement and application
2. Interpretation
3. Excepted establishments
4. Statement of Purpose

PART II

**REGISTERED PERSONS**

5. Fitness of registered provider
6. Appointment of manager
7. Fitness of manager
8. Registered person — general requirements
9. Notification of offences

PART III

**CONDUCT OF RESIDENTIAL FAMILY CENTRES**

10. Health and welfare of residents
11. Further requirements as to health and welfare
12. Arrangements for the protection of children
13. Placements
14. Facilities and services
15. Staffing of residential family centre
16. Fitness of workers

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- 17. Employment of staff
- 18. Staff views as to conduct of residential family centre
- 19. Records
- 20. Complaints

PART IV

**PREMISES**

- 21. Fitness of premises
- 22. Fire Precautions

PART V

**MANAGEMENT**

- 23. Review of quality of care
- 24. Financial position
- 25. Visits by registered provider

PART VI

**MISCELLANEOUS**

- 26. Notification of death, illness and other events
  - 27. Notice of absence
  - 28. Notice of changes
  - 29. Appointment of liquidators etc.
  - 30. Death of registered person
  - 31. Offences
  - 32. Compliance with regulations
  - 33. Fees
  - 34. Transitional Provisions
- Signature

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| SCHEDULE | <b>INFORMATION TO BE INCLUDED IN THE STATEMENT OF PURPOSE</b>                     |
| 1        |   |
| 1.       | A statement of the aims and objectives of the residential...                      |
| 2.       | A statement of the facilities and services, including details of...               |
| 3.       | The name and address of the registered provider and of...                         |
| 4.       | The relevant qualifications and experience of the registered provider and...      |
| 5.       | The number, relevant qualifications and experience of persons working at...       |
| 6.       | The organisational structure of the residential family centre.                    |
| 7.       | The fees and charges of the residential family centre.                            |
| 8.       | The criteria for admission to the residential family centre, including,...        |
| 9.       | A description of the underlying ethos and philosophy of the...                    |
| 10.      | A description of any specific assessment, monitoring or therapeutic techniques... |
| 11.      | A description of the advice, guidance and counselling provided, including...      |

12. The fire precautions and associated emergency procedures in the residential...
  13. The arrangements for dealing with complaints.
  14. The rules and conditions applying to residents, and the circumstances...
  15. The arrangements for respecting the privacy and dignity of residents....
  16. The policy relating to the use of drugs and alcohol...
  17. The residential family centre's confidentiality policy.
  18. The arrangements for protecting children.
- SCHEDULE 2
- INFORMATION REQUIRED IN RESPECT OF PERSONS SEEKING TO CARRY ON, MANAGE OR WORK AT A RESIDENTIAL FAMILY CENTRE**
1. Positive proof of identity.
  2. Either — (a) if the position falls within section 115(3)...
  3. Two written references, including a reference from the last employer,...
  4. Where a person has previously worked in a position whose...
  5. Documentary evidence of any relevant qualification.
  6. A full employment history, together with a satisfactory written explanation...
  7. A police check being a report produced by or on...
- SCHEDULE 3
- INFORMATION TO BE INCLUDED IN CASE RECORDS**
1. In respect of each member of the family —
  2. The name of the placing authority, if any, and the...
  3. The name, address and telephone number of any social worker...
  4. The terms of any court order under which the family...
  5. The name and address of the general practitioner in whose...
  6. The name, address and telephone number of any school, college...
  7. The date and circumstances of any serious incident involving any...
  8. Any special dietary, dental or other health needs, including details...
  9. Details of any medicines kept for any member of the...
  10. Details of any accident or serious illness sustained by any...
  11. Arrangements for, including any restrictions on, contact between any child...
  12. Details of any period of absence from the residential family...
  13. A copy of the placement plan and any revision of...
  14. A record of any money or valuables deposited by any...
  15. The address, and type of establishment or accommodation, to which...
- SCHEDULE 4
- OTHER RECORDS WITH RESPECT TO RESIDENTIAL FAMILY CENTRES**
1. A copy of the statement of purpose.
  2. A record in the form of a register showing —...
  3. A statement of the procedure to be followed in the...
  4. A statement of the procedure to be followed in the...
  5. A record of every fire practice, drill or test of...
  6. A daily log of events occurring in the residential family...
  7. A record showing in respect of each person employed at...
  8. A copy of any report made under regulation 25.
  9. A record of all complaints made by residents or by...
  10. A record of the charges made, and fees paid, by...

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11. A copy of the staff duty roster of persons working...
12. A record of all visitors to the residential family centre....
13. A record of all accounts kept in the residential family...  
Explanatory Note