

### SCHEDULE 3

Regulation 19(1)(a)

#### **INFORMATION TO BE INCLUDED IN CASE RECORDS**

1. In respect of each member of the family —
  - (a) his full name and home address;
  - (b) any name by which he has previously been known;
  - (c) his date of birth and sex;
  - (d) his religious persuasion (if any); and
  - (e) a description of his racial origin, cultural and linguistic background.
2. The name of the placing authority, if any, and the name, address and telephone number of a representative of that authority.
3. The name, address and telephone number of any social worker for the time being assigned to any member of the family.
4. The terms of any court order under which the family is provided with accommodation in the residential family centre.
5. The name and address of the general practitioner in whose list the members of the family are included.
6. The name, address and telephone number of any school, college or place of work attended by any member of the family.
7. The date and circumstances of any serious incident involving any member of the family, and of any disciplinary measures or physical restraint used on any member of the family.
8. Any special dietary, dental or other health needs, including details of any allergies, of any member of the family.
9. Details of any medicines kept for any member of the family at the residential family centre, and of any medicines administered to any resident by a person working at the residential family centre.
10. Details of any accident or serious illness sustained by any member of the family whilst accommodated at the residential family centre.
11. Arrangements for, including any restrictions on, contact between any child accommodated in the residential family centre and any other relevant person, and details of any court orders relating to contact with the child by any person.
12. Details of any period of absence from the residential family centre by any member of the family, and whether or not the absence was authorised by the registered person.
13. A copy of the placement plan and any revision of it.
14. A record of any money or valuables deposited by any member of the family for safekeeping, together with the date on which that money was withdrawn, or any valuables were returned.
15. The address, and type of establishment or accommodation, to which the family goes when leaving the residential family centre.