

SCHEDULE 4

Regulation 28(1)

OTHER RECORDS WITH RESPECT TO CHILDREN'S HOMES

1. A record in the form of a register showing in respect of each child accommodated in a children's home –
 - (a) the date of his admission to the home;
 - (b) the date on which he ceased to be accommodated there;
 - (c) his address prior to being accommodated in the home;
 - (d) his address on leaving the home;
 - (e) his placing authority;
 - (f) the statutory provision (if any) under which he is accommodated.
2. A record showing in respect of each person working at the home –
 - (a) his full name;
 - (b) his sex;
 - (c) his date of birth;
 - (d) his home address;
 - (e) his qualifications relevant to, and experience of, work involving children;
 - (f) the recruitment process under which he was appointed;
 - (g) the training and development activities completed by him;
 - (h) whether he 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
 - (i) whether he resides at the home.
3. A record of any persons who reside or work at any time at the children's home, who are 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, fire alarm test conducted or checks in fire equipment, 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 A record of all money deposited by a child for safekeeping, together with the date on which that money was withdrawn, or the date of its return.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 copy of the staff duty roster of persons working at the children's home, and a record of the actual rosters worked.
12. A daily log of events occurring in the home.
13. 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.