

---

STATUTORY RULES OF NORTHERN IRELAND

---

**2007 No. 234**

**The Day Care Setting Regulations (Northern Ireland) 2007**

**PART III**

**CONDUCT OF THE DAY CARE SETTING**

**Records**

- 19.**—(1) The registered person shall—
- (a) maintain in respect of each service user a record which includes the information, documents and other records specified in Schedule 4 relating to the service user;
  - (b) ensure that the record referred to in sub-paragraph (a) is kept securely in the day care setting.
- (2) The registered person shall maintain in the day care setting the records specified in Schedule 5.
- (3) The registered person shall ensure that the records referred to in paragraphs (1) and (2)—
- (a) are kept up to date; and
  - (b) are at all times available for inspection in the day care setting by any person authorised by the Regulation and Improvement Authority to enter and inspect the day care setting.
- (4) The records referred to in paragraphs (1) and (2) shall be retained for not less than 8 years from the date of the last entry.
- (5) The registered person shall ensure that information about a service user's care is handled confidentially and is only disclosed to those persons who need to be aware of that information in order to care for the service user effectively or minimise any risk of the service user harming himself or another person, or for the purpose of the proper administration of the day care setting.