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STATUTORY INSTRUMENTS

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**2015 No. 541**

**The Children's Homes (England) Regulations 2015**

**PART 5**

**Policies, records, complaints and notifications**

**Storage of records etc.**

**38.** The registered person must ensure that the following items, which may be kept in electronic form, are kept in an accessible manner—

- (a) the statement of purpose;
- (b) the children's guide;
- (c) placement plans for children who are not looked after (see regulation 18);
- (d) the policy for safeguarding children (see regulation 34);
- (e) the policy for preventing bullying (see regulation 34);
- (f) the missing child policy (see regulation 34);
- (g) the behaviour management policy (see regulation 35);
- (h) records of the use of measures of control, discipline or restraint (see regulation 35);
- (i) children's case records (see regulation 36);
- (j) other records (see regulation 37);
- (k) the procedure for considering complaints (see regulation 39);
- (l) records of complaints (see regulation 39);
- (m) the independent person's reports (see regulation 44);
- (n) quality of care reviews (see regulation 45);
- (o) annual reviews of the appropriateness and suitability of the location of the home's premises (see regulation 46).