

SCHEDULE 3

Regulation 36

Information to be included in each child's case records

Personal details in relation to the child

1. The child's name and any name by which the child has previously been known, other than a name used by the child prior to adoption.
2. The child's date of birth and sex.
3. The child's religion, if any.
4. The child's ethnicity, and the child's cultural and linguistic background.
5. The child's address immediately before entering the home.
6. The address, and the type of establishment or accommodation, to which the child is to go when the child ceases to be accommodated in the home.
7. The dates on which any money or valuables are deposited by or on behalf of the child for safekeeping, the amount of money or a description of the valuables, and the dates on which any money is withdrawn, and any valuables are returned.
8. The statutory provision (if any) under which the child is provided with accommodation.

Contact details of certain persons in relation to the child

9. The name (including, where the placing authority is not a parent, the name of an individual who may be contacted), address and telephone number of the child's placing authority.
10. The name, address, telephone number and the religion, if any, of the child's parents.
11. The name, address and telephone number of any social worker assigned to the child by the placing authority.
12. If the child attends a school or college—
 - (a) the name, address and telephone number of the school or college; and
 - (b) if the school has a member of staff who has been designated by its governing body under section 20(1) of the Children and Young Persons Act 2008, the name and telephone number of the designated member of staff.
13. The name, address and telephone number of any employer of the child.

Information relating to the care, protection or safety of the child

14. The date and circumstances of all incidents where a child goes missing from the home, including any information relating to the child's whereabouts during the period of absence.
15. The date and circumstances of any measure of control, discipline or restraint used in relation to the child.
16. Arrangements for, and any restrictions on, contact between the child, the child's parents, and any other person.

Plans or reports relating to the child

17. A copy of any EHC plan or statement of special educational needs in relation to the child.

Status: This is the original version (as it was originally made).

18. Every school report received in respect of the child while the child is accommodated in the home.

19. A copy of any plan for the care of the child prepared by the child's placing authority, and of the placement plan.

20. The date and result of any review of the placing authority's plan for the care of the child, or of the child's placement plan.

Health matters in relation to the child

21. The name of the general medical practitioner with whom the child is a registered patient, the address of the premises at which the child's primary medical services are usually provided and the name and address of the child's registered dental practitioner.

22. Details of any accident or serious illness involving the child while accommodated in the home.

23. Details of any immunisation, allergy, or medical examination of the child and of any medical or dental need or treatment of the child.

24. Details of any health examination or developmental test conducted with respect to the child at, or in connection with, the child's school.

25. Details of any medicines kept for the child in the home, including details of—

- (a) any medicines which the child is permitted to self-administer;
- (b) the administration of any medicine to the child;
- (c) the disposal of any medicine.

26. Any special dietary or health needs of the child.