

SCHEDULE 2

Regulation 37

Records to be kept by local authority providers

1. A record showing in respect of each child placed with foster parents—
 - (a) the date of the child's placement;
 - (b) the child's care and support plan;
 - (c) the foster care agreement in respect of the child;
 - (d) the name and address of the foster parents;
 - (e) the date on which the child ceased to be placed there;
 - (f) the child's address prior to placement;
 - (g) the child's address on leaving the placement;
 - (h) the statutory provision under which the child is or was provided with foster care.
2. A record of all persons working for the local authority provider, which must include in respect of a person falling within regulation 29(1) the following matters—
 - (a) full name and home address;
 - (b) date of birth;
 - (c) sex;
 - (d) qualifications relevant to, and experience of, work involving children;
 - (e) copy of birth certificate and passport (if any) in respect of the person;
 - (f) copy of each reference obtained in respect of the person;
 - (g) whether the person is employed by the local authority provider for the purposes of the local authority fostering service under a contract of service, a contract for services, or otherwise than under a contract, or is employed by someone other than the local authority provider;
 - (h) whether the person works full-time or part-time, and, if part-time, the average number of hours worked per week;
 - (i) the dates on which the person commences and ceases to be so employed;
 - (j) the position the person holds in the service;
 - (k) records of disciplinary action and any other records in relation to the person's employment; and
 - (l) a record of the date of the person's latest DBS certificate and whether there was any action taken as a result of the content of the certificate.
3. A record of all serious accidents and injuries occurring to children whilst placed with foster parents.
4. A record of all complaints made under the complaints policy put in place by the local authority provider, and the action taken by the local authority provider in respect of any such complaints.
5. Date and circumstances of any safeguarding referrals, and the outcome.
6. Date and circumstances of any incident of control or restraint used by foster parents on a child.