

SCHEDULE 2

Regulation 40

Records to be kept in respect of services

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1. In respect of each adult placement carer, records of—
 - (a) full name;
 - (b) sex;
 - (c) date of birth;
 - (d) address;
 - (e) qualifications relevant to, and experience of work involving vulnerable adults;
 - (f) a copy of the carer agreement;
 - (g) a copy of any relevant individual placement agreements;
 - (h) a record of the monitoring undertaken in respect of the placement.
2. In respect of each individual, records of—
 - (a) all relevant assessments;
 - (b) care and support plans;
 - (c) personal plans;
 - (d) reviews of personal plans.
3. A record of any charges by the service provider to individuals for the provision of care and support and any additional services.
4. Where applicable, a record of all medicines kept by the adult placement carer for each individual and the date and time on which they were administered to the individual.
5. A record of all money or other valuables deposited by the individual with the adult placement carer for safekeeping or received on the individual's behalf, which must include a record of—
 - (a) the date on which the money or valuables were deposited or received;
 - (b) the date on which any money or valuables were—
 - (i) returned to the individual, or
 - (ii) used, at the request of the individual, on their behalf;
 - (c) where applicable, the purpose for which the money or valuables were used;
 - (d) the written acknowledgment of the return of the money or valuables.
6. A record of the following events that occur in the home of the adult placement carer—
 - (a) any serious accident or injury which is significantly detrimental to the well-being of an individual;
 - (b) any theft or burglary;
 - (c) any safeguarding referral made in respect of an individual;
 - (d) date and circumstances of any measures of control, restraint or discipline used on an individual.
7. A record of all complaints made by individuals or their representatives or by persons working at the service or by adult placement carers about the operation of the service, and the action taken by the service provider in respect of any such complaint.

Status: This is the original version (as it was originally made).

8. A record of all persons working at the service, which must include the following matters—
 - (a) the person’s full name, address, date of birth, qualifications and experience;
 - (b) a copy of the person’s birth certificate and passport (if any);
 - (c) a copy of each reference obtained in respect of the person;
 - (d) the dates on which the person commences and ceases to be so employed;
 - (e) the position the person holds at the service, the work he or she performs and the number of hours for which he or she is employed each week;
 - (f) records of disciplinary action and any other records in relation to the person’s employment;
 - (g) a record of the date of a DBS certificate and whether there was any action taken as a result of the content of the certificate.
9. A copy of the duty roster of persons working at the service, and a record of whether the roster was actually worked as intended.