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STATUTORY RULES OF NORTHERN IRELAND

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**2005 No. 176**

**HEALTH AND PERSONAL SOCIAL SERVICES**

**The Children's Homes Regulations (Northern Ireland) 2005**

*Made* - - - - *25th March 2005*

*Coming into operation* *1st April 2005*

The Department of Health, Social Services and Public Safety, in exercise of the powers conferred on it by Articles 9(4), 23(1), (2)(a) to (d), (f) to (j), (3), (4), (5)(a) and (c), (7)(a) to (h), (j), 25(1), 30, 31(1), 32(1), 48(1) to (3) of the Health and Personal Social Services (Quality, Improvement and Regulation) (Northern Ireland) Order 2003<sup>(1)</sup>, and of all other powers enabling it in that behalf, having consulted such persons as it considers appropriate as required by Article 23(8) of the Order, hereby makes the following Regulations:

**PART I**  
**GENERAL**

**Citation and commencement**

1. These Regulations may be cited as the Children's Homes Regulations (Northern Ireland) 2005 and shall come into operation on 1st April 2005.

**Interpretation**

2.—(1) In these Regulations –

“the 2001 Act” means the Health and Personal Social Services Act, (Northern Ireland) 2001<sup>(2)</sup>;

“the Order” means the Health and Personal Social Services (Quality, Improvement and Regulation) (Northern Ireland) Order 2003;

“the Children Order” means the Children (Northern Ireland) Order 1995<sup>(3)</sup>;

“child protection enquiry” means any enquiries carried out by an HSS trust in the exercise of any of its functions conferred by the Children Order relating to the protection of children;

“children's guide” means the guide produced in accordance with regulation 4(3);

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(1) S.I.2003/431 (N.I. 9)

(2) 2001 c. 3 (N.I.)

(3) S.I. 1995/755 (N.I. 2)

“children’s home” has the meaning assigned to it by Article 9 of the Order;

“the Commissioner” means the Commissioner for Children and Young People for Northern Ireland appointed under Article 5 of the Commissioner for Children and Young People (Northern Ireland) Order 2003<sup>(4)</sup>;

“general practitioner” means a medical practitioner who provides primary services;

“guardian ad litem” means a guardian ad litem appointed pursuant to Article 60 of the Children Order (representation of child and of his interests in certain proceedings) or rules made under Article 66 of the Adoption (Northern Ireland) Order 1987<sup>(5)</sup>;

“independent visitor” means an independent person appointed to be the visitor of a child pursuant to Article 31(1) of the Children Order;

“Northern Ireland Social Care Council” means the Northern Ireland Social Care Council within the meaning of the 2001 Act;

“nurse” means a person registered in the register maintained under Article 5 of the Nursing and Midwifery Order 2001<sup>(6)</sup> by virtue of qualifications in nursing or midwifery, as the case may be;

“organisation”, other than in regulation 16, means a body corporate or any unincorporated association other than a partnership;

“placement plan” means the written plan, setting out how on a day-to-day basis the children’s home will care for the child and promote his welfare, which is prepared in accordance with regulation 12(1);

“placing authority” in relation to a child accommodated in a children’s home means –

- (a) in the case of a child who is looked after by an HSS trust, that HSS trust;
- (b) in the case of a child who is not looked after by an HSS trust –
  - (i) if he is being provided with accommodation by a voluntary organisation<sup>(7)</sup>, that voluntary organisation;
  - (ii) in any other case, the child’s parent;

“registered manager”, in relation to a children’s home, means a person who is registered under Part III of the Order as the manager of that home;

“registered person”, in relation to a children’s home, means any person who is the registered provider or the registered manager of the home;

“registered provider”, in relation to a children’s home, means a person who is registered under Part III of the Order as the person carrying on that home;

“relevant register” has the same meaning as in section 8(6) of the 2001 Act;

“responsible individual” shall be construed in accordance with regulation 6(2)(c);

“social care worker” has the same meaning as in section 2(2) of the 2001 Act;

“social worker” shall be construed in accordance with section 2(2) of the 2001 Act;

“statement of purpose” means the written statement compiled in accordance with regulation 4(1); and

“team leader” means the registered manager or a senior professional person in the residential staff team responsible for the day to day management of a unit within the children’s home.

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(4) S.I. 2003/439 (N.I. 11)

(5) S.I. 1987/2203 (N.I. 22)

(6) S.I. 2002/253

(7) See Article 75 of the Children (Northern Ireland) Order 1995

(2) In these Regulations, references to employing a person include employing a person whether or not for payment, and whether under a contract of service or a contract for services, and allowing a person to work as a volunteer, and references to an employee or to a person being employed shall be construed accordingly.

### Excepted establishments

**3.—**(1) For the purposes of the Order, establishments of the following descriptions are excepted from being a children's home –

- (a) any establishment as defined by Article 2(2) of the Further Education (Northern Ireland) Order 1997<sup>(8)</sup>;
- (b) any establishment providing accommodation for children for less than 28 days in any twelve month period in relation to any one child, for the purposes of –
  - (i) a holiday; or
  - (ii) recreational, sporting, cultural or educational activities;
- (c) any premises at which a person provides day care within the meaning of Part XI of the Children Order (child minding and day care for young children) for less than 28 days in any twelve month period in relation to any one child;
- (d) any establishment providing accommodation for children aged 16 and over –
  - (i) to enable them to undergo training or apprenticeship;
  - (ii) for the purposes of a holiday; or
  - (iii) for recreational, sporting, cultural or educational purposes;
- (e) any bail hostel or probation hostel as defined in Article 2(2) of the Probation Board (Northern Ireland) Order 1982<sup>(9)</sup>; and
- (f) any institution provided for young offenders under section 2 of the Treatment of Offenders Act (Northern Ireland) 1968<sup>(10)</sup>.

(2) For the purposes of calculating the period of 28 days mentioned in paragraph (1)(c), no account is to be taken of any period of 24 hours during which at least 9 hours are spent by a child in the care of his parent or relative, and day care is not provided for him during that time.

### Statement of purpose and children's guide

**4.—**(1) The registered person shall compile in relation to the children's home a written statement which shall consist of a statement as to the matters listed in Schedule 1.

(2) The registered person shall provide a copy of the statement of purpose to the Regulation and Improvement Authority and shall make a copy of it available upon request for inspection by –

- (a) any person who works at the children's home;
- (b) any child accommodated in the children's home;
- (c) the parent of any child accommodated in the children's home;
- (d) the placing authority of any child accommodated in the home;
- (e) the independent visitor (if one has been appointed), of any child accommodated in the children's home;

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<sup>(8)</sup> S.I. 1997/1772 (N.I. 15)

<sup>(9)</sup> S.I. 1982/713 (N.I. 10)

<sup>(10)</sup> 1968 c. 29; section 2 was amended by Article 13 of the Treatment of Offenders (Northern Ireland) Order 1989 (S.I. 1989/1344 (N.I. 9)), and paragraph 2 of Schedule 5 to the Criminal Justice (Children) (Northern Ireland) Order 1998 (S.I. 1998/1504 (N.I. 9))

(f) the guardian ad litem (if one has been appointed), of any child accommodated in the children's home; and

(g) the Commissioner,

and in this paragraph references to a child who is accommodated in the children's home include a child in respect of whom accommodation in the children's home is being considered.

(3) The registered person shall produce a guide to the children's home which shall include –

(a) a summary of the home's statement of purpose;

(b) a summary of the complaints procedure required under regulation 23; and

(c) the address and telephone number of the Regulation and Improvement Authority and the Commissioner.

(4) The children's guide shall be produced in a form appropriate to the age, understanding and communication needs of the children to be accommodated in the home.

(5) The registered person shall supply a copy of the children's guide to the Regulation and Improvement Authority and, on admission, to each child accommodated in the home.

(6) Subject to paragraph (7), the registered person shall ensure that the children's home is at all times conducted in a manner which is consistent with its statement of purpose.

(7) Nothing in paragraph (6) or in regulation 30 shall require or authorise the registered person to contravene –

(a) any other provision of these Regulations; or

(b) the conditions for the time being in force in relation to the registration of the registered person under Part III of the Order.

### **Review of the statement of purpose and children's guide**

5. The registered person shall –

(a) keep under review and, where appropriate, revise the statement of purpose and the children's guide;

(b) notify the Regulation and Improvement Authority of any such proposed revision within 28 days; and

(c) if the children's guide is revised, supply a copy to each child accommodated in the home.

## **PART II**

### **REGISTERED PERSONS**

#### **Fitness of registered provider**

6.—(1) A person shall not carry on a children's home unless he is fit to do so.

(2) A person is not fit to carry on a children's home unless the person –

(a) is an individual who carries on the children's home –

(i) otherwise than in partnership with others, and he satisfies the requirements set out in paragraph (3); or

(ii) in partnership with others, and he and each of his partners satisfies the requirements set out in paragraph (3);

(b) is a partnership, and each of the partners satisfies the requirements set out in paragraph (3);

- (c) is an organisation and –
  - (i) the organisation has given notice to the Regulation and Improvement Authority of the name, address and position in the organisation of an individual who is a director, manager, secretary or other officer of the organisation and is responsible for supervising the management of the children's home; and
  - (ii) that individual satisfies the requirements set out in paragraph (3).
- (3) The requirements are that –
  - (a) he is of integrity and good character;
  - (b) he will adhere to the Northern Ireland Social Care Council Code of Practice for Employers of Social Care Workers<sup>(11)</sup>;
  - (c) he is physically and mentally fit to carry on the children's home; and
  - (d) full and satisfactory information is available in relation to him in respect of each of the matters specified in Schedule 2.
- (4) A person shall not carry on a children's home if –
  - (a) he has been adjudged bankrupt or sequestration of his estate has been awarded and (in either case) he has not been discharged and the bankruptcy order has not been annulled or rescinded;
  - (b) he has made a composition or arrangement with his creditors and has not been discharged in respect of it; or
  - (c) he is a person disqualified for the purposes of the Disqualification of Caring for Children Regulations (Northern Ireland) 1996<sup>(12)</sup>.

### **Appointment of manager**

- 7.—(1) The registered provider shall appoint an individual to manage the children's home if –
- (a) there is no registered manager in respect of the children's home; and
  - (b) the registered provider –
    - (i) is an organisation or a partnership;
    - (ii) is not a fit person to manage a children's home; or
    - (iii) is not, or does not intend to be, in full-time day to day charge of the children's home.
- (2) Where the registered provider appoints a person to manage the children's home, he shall forthwith give notice to the Regulation and Improvement Authority of –
- (a) the name of the person so appointed; and
  - (b) the date on which the appointment is to take effect.

### **Fitness of manager**

- 8.—(1) A person shall not manage a children's home unless he is fit to do so.
- (2) A person is not fit to manage a children's home unless –
- (a) he is of integrity and good character;
  - (b) having regard to the size of the children's home, its statement of purpose, and the number and needs (including any needs arising from any disability) of the children accommodated there –

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<sup>(11)</sup> See section 9 of the 2001 Act

<sup>(12)</sup> [S.R. 1996 No. 478](#)

- (i) he has the qualifications, skills and experience necessary for managing the children's home;
  - (ii) he is registered in the relevant register; and
  - (iii) he is physically and mentally fit to manage the children's home; and
- (c) full and satisfactory information is available in relation to him in respect of each of the matters specified in Schedule 2.

#### **Registered person – general requirements**

9.—(1) The registered provider and the registered manager shall, having regard to the size of the children's home, its statement of purpose, and the number and needs (including any needs arising from any disability) of the children accommodated there, carry on or manage the home (as the case may be) with care, competence and skill.

(2) If the registered provider is –

- (a) an individual, he shall undertake;
- (b) an organisation, it shall ensure that the responsible individual undertakes;
- (c) a partnership, it shall ensure that one of the partners undertakes,

from time to time such training as is appropriate to ensure that he has the experience and skills necessary for carrying on the children's home.

(3) The registered manager shall undertake from time to time such training as is appropriate to ensure that he has the experience and skills necessary for managing the children's home.

#### **Notification of offences**

10. Where the registered person or the responsible individual has criminal charges pending or is convicted of any criminal offence, whether in Northern Ireland or elsewhere, he shall forthwith give notice in writing to the Regulation and Improvement Authority of –

- (a) details of the criminal charges pending;
- (b) the date and place of the conviction;
- (c) the offence of which he was convicted; and
- (d) the penalty imposed on him in respect of the offence

## **PART III**

### **CONDUCT OF CHILDREN'S HOMES**

#### **CHAPTER 1**

##### *Welfare of Children*

#### **Promotion of welfare**

11.—(1) The registered person shall ensure that the children's home is conducted so as to –

- (a) promote and make proper provision for the welfare of children accommodated there; and
- (b) make proper provision for the care, protection, education, supervision and, where appropriate, treatment, of children accommodated there.

(2) The registered person shall make arrangements to ensure that the home is conducted –

- (a) in a manner which respects the privacy and dignity of children accommodated there; and
- (b) with due regard to the sex, religious persuasion, racial origin, and cultural and linguistic background and any disability of children accommodated there.

### **Child's placement plan**

**12.—**(1) The registered person shall consult with the child's placing authority before providing accommodation for a child in a children's home, or if that is not reasonably practicable, as soon as possible thereafter, to ensure a written plan has been prepared for the child setting out, in particular –

- (a) how, on a day to day basis, he will be cared for, and his welfare safeguarded and promoted by the home;
- (b) the arrangements made for his health care, education and social and personal development skills; and
- (c) any arrangements made for contact with his parents, relatives and friends.

(2) The registered person shall contribute to the placing authority's review and revision of the placement plan as necessary.

(3) In contributing to the preparation or review of the placement plan the registered person shall, so far as practicable having regard to the child's age and understanding, seek and take account of his views.

(4) The registered person shall so far as is reasonably practicable –

- (a) ensure that the implementation of the placement plan is consistent with any plan for the care of the child prepared by his placing authority; and
- (b) comply with requests made by the child's placing authority to –
  - (i) provide it with information relating to the child; and
  - (ii) provide a representative to attend any meetings it may hold concerning the child.

### **Food provided for children**

**13.—**(1) The registered person shall ensure that children accommodated in a children's home are provided with –

- (a) food which –
  - (i) is served in adequate quantities and at appropriate intervals;
  - (ii) is properly prepared, wholesome and nutritious;
  - (iii) is suitable for their needs and takes account of their preferences; and
  - (iv) is varied; and
- (b) access to fresh drinking water at all times.

(2) The registered person shall ensure that any special dietary need of a child accommodated in the home, which is due to his health, religious persuasion, racial origin or cultural background, is met.

### **Provision of clothing, pocket money and personal necessities**

**14.—**(1) The registered person shall ensure that the needs and reasonable preferences of each child accommodated in the home for clothing including footwear, and personal necessities are met.

(2) The registered person shall provide children accommodated in the home with such sums of money in respect of their occasional personal expenses as is appropriate to their age and understanding.

## Contact and access to communications

15.—(1) The registered person shall –

- (a) subject to paragraphs (6) and (8), promote the contact of each child with his parents, relatives and friends in accordance with the arrangements set out in his placement plan as agreed with his placing authority; and
- (b) subject to paragraph (3), ensure that facilities are provided within the children's home for any child accommodated there to meet privately at any reasonable time with his parents, relatives and friends, and the persons listed in paragraph (2).

(2) The persons are –

- (a) any solicitor or other adviser or advocate acting for the child;
- (b) any guardian ad litem appointed for him;
- (c) any social worker for the time being assigned to the child by his placing authority;
- (d) any person appointed in respect of any requirement of the procedure specified in the Representations Procedure (Children) Regulations (Northern Ireland) 1996<sup>(13)</sup>;
- (e) any person appointed as an independent visitor for him;
- (f) any person authorised by the Regulation and Improvement Authority;
- (g) any person authorised by the HSS trust in whose area the children's home is situated;
- (h) any person authorised in accordance with Article 149 of the Children Order (inspection of children's homes, etc.) by the Department to conduct an inspection of the children's home and the children there; and
- (i) the Commissioner.

(3) In the case of a home in respect of which a certificate under Article 70 of the Children Order<sup>(14)</sup> (refuges for children at risk) is in force, the facilities may be at a different address.

(4) Subject to paragraphs (6) and (8), the registered person shall ensure that children accommodated in the home are provided at all reasonable times with access to the following facilities which they may use without reference to persons working in the home –

- (a) a telephone on which to make and receive telephone calls in private; and
- (b) facilities to send and receive post and, if the necessary facilities are provided for the use of children accommodated in the home, electronic mail, in private.

(5) The registered person shall ensure that any disabled child accommodated in the home is provided with access to such aids, equipment and support which he may require as a result of his disability in order to facilitate his communication with others.

(6) The registered person may (subject to paragraphs (7) and (8)) impose such restriction, prohibition or condition upon a child's contact with any person under paragraph (1) or access to communications under paragraph (4) which he is satisfied is necessary for the purpose of safeguarding or promoting the welfare of the child in question.

(7) No measure may be imposed by the registered person in accordance with paragraph (6) unless –

- (a) the child's placing authority consents to the imposition of the measure; or
- (b) the measure is imposed in an emergency, and full details are given to the placing authority within 24 hours of its imposition.

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<sup>(13)</sup> S.R. 1996 No. 451

<sup>(14)</sup> Article 70(1) is amended by Schedule 4 to the Health and Personal Social Services (Quality, Improvement and Regulation) (Northern Ireland) Order 2003 with effect from 1st April 2005



(8) This regulation is subject to the provisions of any relevant order of the court or any relevant order of the Court made under the Children Order relating to contact between the child and any person.

### **Behaviour management, discipline and restraint**

**16.—**(1) No measure of control, restraint, seclusion or discipline, which is contrary to paragraph (3), shall be used at any time on children accommodated in a children's home.

(2) The registered manager shall ensure that within 24 hours of the use of any measure of control, restraint or discipline in a children's home, a written record is made in a volume kept for the purpose which shall include –

- (a) the name of the child concerned;
- (b) details of the child's behaviour leading to the use of the measure;
- (c) details of the action taken by staff to prevent the use of the measure;
- (d) a description of the measure used;
- (e) the date, time and location of, the use of the measure, and in the case of any form of restraint, the duration of the restraint;
- (f) the name of the person using the measure, and of any other person present;
- (g) the effectiveness and any consequences of the use of the measure, including the outcome of any post-incident monitoring with all involved staff and children; and
- (h) the signature of a person authorised by the registered provider to make the record.

(3) Subject to paragraph (4), the following shall not be used as disciplinary measures on children accommodated in a children's home –

- (a) any form of corporal punishment;
- (b) any punishment relating to the consumption or deprivation of food or drink;
- (c) any restriction, other than one imposed by a court or in accordance with regulation 15, on –
  - (i) a child's contact with his parents, relatives or friends;
  - (ii) visits to him by his parents, relatives or friends;
  - (iii) a child's communications with any of the persons listed in regulation 15(2); or
  - (iv) his access to any telephone helpline providing counselling for children;
- (d) any seclusion or separation of the child from the group;
- (e) any requirement that a child wear distinctive or inappropriate clothes;
- (f) the use or withholding of medication or medical or dental treatment;
- (g) the intentional deprivation of sleep;
- (h) the imposition of any financial penalty, other than a requirement for the payment of a reasonable sum (which may be by instalments) by way of reparation;
- (i) any intimate physical examination of the child;
- (j) the withholding of any aids or equipment needed by a disabled child;
- (k) any measure which involves –
  - (i) any child in the imposition of any measure against any other child; or
  - (ii) the punishment of a group of children for the behaviour of an individual child.

(4) Nothing in this regulation shall prohibit –

- (a) the taking of any action by, or in accordance with the instructions of, a medical practitioner or a dental practitioner which is necessary to protect the health of a child;
- (b) the taking of any action immediately necessary to prevent injury to any person or serious damage to property; or
- (c) the imposition of a requirement that a child wear distinctive clothing for sporting purposes, or for purposes connected with his education or with any organisation whose members customarily wear uniform in connection with its activities.

### **Education, employment and leisure activity**

**17.—(1)** The registered person shall promote the educational attainment of children accommodated in a children's home, in particular by ensuring that –

- (a) the children make use of educational facilities appropriate to their age, aptitude, needs, interests and potential;
  - (b) the routine of the home is organised so as to further children's participation in education, including private study; and
  - (c) effective links are maintained with any schools attended by children accommodated in the home.
- (2) The registered person shall ensure that children accommodated in the home are –
- (a) encouraged to develop and pursue appropriate leisure interests; and
  - (b) provided with appropriate leisure facilities and activities.

(3) Where any child in a children's home has attained the age where he is no longer required to receive compulsory full-time education, the registered person shall assist with the making of, and give effect to, the arrangements made for his education, training and employment.

### **Religious observance**

**18.** The registered person shall ensure that each child accommodated in a children's home is enabled, so far as practicable –

- (a) to attend the services of;
- (b) to receive instruction in; and
- (c) to observe any requirement (whether as to dress, diet or otherwise) of,

the religious persuasion to which he belongs.

### **Health needs of children**

**19.—(1)** The registered person shall promote and protect the health of the children accommodated in a children's home.

- (2) In particular the registered person shall ensure that –
- (a) each child is registered with a general practitioner;
  - (b) each child is referred to such medical, dental, nursing, psychological and psychiatric advice, treatment and other services, as he may require;
  - (c) each child is provided with such individual support, aids and equipment as he may require as a result of any particular health needs or disability he may have;
  - (d) each child is provided with guidance, support and advice on health and personal care issues appropriate to his needs and wishes; and

- (e) any person appointed to the position of nurse at the children's home is a nurse on the register maintained under Article 5 of the Nursing and Midwifery Order 2001, by virtue of qualifications in nursing or midwifery as the case may be.

## Medicines

**20.**—(1) The registered person shall make arrangements for the recording, handling, safekeeping, safe administration and disposal of any medicines received into the children's home.

(2) In particular the registered person shall ensure, subject to paragraph (3), that –

- (a) any medicine which is kept in a children's home is stored in a secure place so as to prevent any child accommodated there having unsupervised access to it;
- (b) any medicine which is prescribed for a child is administered as prescribed, to the child for whom it is prescribed, and to no other child; and
- (c) a written record is kept of the administration of any medicine to any child.

(3) Paragraph (2) does not apply to a medicine which –

- (a) is stored by the child for whom it is provided in such a way that others are prevented from using it; and
- (b) may be safely self-administered by that child.

(4) In this regulation, “prescribed” means –

- (a) ordered for a patient for provision to him under Part VI of the Health and Personal Social Services (Northern Ireland) Order 1972<sup>(15)</sup>; or
- (b) prescribed for a patient under section 58 of the Medicines Act 1968<sup>(16)</sup>.

## Use of surveillance

**21.** Subject to any requirements for electronic monitoring imposed by a court under any statutory provision, the registered person shall ensure that electronic or mechanical monitoring devices for the surveillance of children are not used in a children's home, except for the purpose of safeguarding and promoting the welfare of the child concerned, or other children accommodated in the children's home, and where the following conditions are met –

- (a) the child's placing authority consents to the use of the measure in question;
- (b) it is provided for in the child's placement plan;
- (c) so far as practicable in the light of his age and understanding, the child in question is informed in advance of the intention to use the measure; and
- (d) the measure is no more restrictive than necessary, having regard to the child's need for privacy.

## Hazards and safety

**22.** The registered person shall ensure that –

- (a) all parts of the home are so far as is reasonably practicable free from hazards to their safety;
- (b) any activities in which children participate are so far as practicable free from avoidable risks;

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<sup>(15)</sup> S.I. 1972/1265 (N.I. 14)

<sup>(16)</sup> 1968 c. 67; as amended by paragraph 7 of Part II of Schedule 2 to the Medicines (Specified Articles and Substances) Order 1976 (S.I. 1976/968)

(c) unnecessary risks to the health or safety of children accommodated in the home or staff working there are identified and so far as possible eliminated,  
and shall make arrangements for persons working at the children's home to be trained in first aid.

### **Complaints and representations**

**23.**—(1) Subject to paragraph (8), the registered person shall establish a written procedure for considering complaints made by or on behalf of children accommodated in the home.

(2) The procedure shall, in particular, provide –

- (a) for an opportunity for informal resolution of the complaint at an early stage;
- (b) that no person who is the subject of a complaint takes any part in its consideration other than, if the registered person considers it appropriate, at the informal resolution stage only;
- (c) for dealing with complaints about the registered person;
- (d) for complaints to be made by a person acting on behalf of a child;
- (e) for arrangements for the procedure to be made known to –
  - (i) children accommodated in the home;
  - (ii) their parents;
  - (iii) placing authorities; and
  - (iv) persons working in the home.

(3) A copy of the procedure shall be supplied on request to any of the persons mentioned in paragraph (2)(e).

(4) The copy of the procedure supplied under paragraph (3) shall include –

- (a) the name, address and telephone number of the Regulation and Improvement Authority; and
- (b) details of the procedure (if any) which has been notified to the registered person by the Regulation and Improvement Authority for the making of complaints to it relating to children's homes.

(5) The registered person shall ensure that a written record is made of any complaint, the action taken in response, and the outcome of the investigation.

(6) The registered person shall ensure that –

- (a) children accommodated in the home are enabled to make a complaint or representation; and
- (b) no child is subject to any reprisal for making a complaint or representation.

(7) The registered person shall supply to the Regulation and Improvement Authority at its request a statement containing a summary of any complaints made during the preceding twelve months and the action that was taken.

(8) This regulation (apart from paragraph (6)) does not apply to any matter to which the Representations Procedure (Children) Regulations (Northern Ireland) 1996 applies.

## **CHAPTER 2**

### *Staffing*

#### **Staffing of children's homes**

**24.**—(1) The registered person shall ensure that there is at all times, having regard to –

- (a) the size of the children's home, the statement of purpose, and the number and needs (including any needs arising from any disability) of the children accommodated there; and
- (b) the need to safeguard and promote the health and welfare of the children accommodated in the home,

a sufficient number of suitably qualified, competent and experienced persons working at the children's home.

(2) The registered person shall ensure that the employment of any persons on a temporary basis at the children's home will not prevent children from receiving such continuity of care as is necessary to meet their needs.

### **Fitness of workers**

**25.**—(1) The registered person shall not –

- (a) employ a person to work at the children's home unless that person is fit to work at a children's home; or
- (b) allow a person to whom paragraph (2) applies to work at the children's home unless that person is fit to work at a children's home.

(2) This paragraph applies to any person who is employed by a person other than the registered person to work at the children's home in a position in which he may in the course of his duties have regular contact with children accommodated there.

(3) For the purposes of paragraph (1), a person is not fit to work at a children's home unless –

- (a) he is of integrity and good character;
- (b) he has the qualifications, skills and experience necessary for the work he is to perform;
- (c) in respect of a team leader or a residential social worker, he has the qualifications, skills and experience necessary for the work he is to perform and is registered as a social worker in a relevant register;
- (d) he is physically and mentally fit for the purposes of the work he is to perform;
- (e) where he is a social care worker, he is registered in a relevant register<sup>(17)</sup>; and
- (f) full and satisfactory information is available in relation to him in respect of each of the matters specified in Schedule 2.

(4) The registered person shall ensure that –

- (a) any offer of employment to a person is subject to paragraph (3)(f) being complied with in relation to that person; and
- (b) unless paragraph (5) applies, no person starts work at a children's home until such time as paragraph (3)(f) has been complied with in relation to him.

(5) Where the following conditions apply, the registered person may permit a person to start work at a children's home notwithstanding paragraph (4)(b) –

- (a) the registered person has taken all reasonable steps to obtain full information in respect of each of the matters listed in Schedule 2 in respect of that person, but the enquiries in relation to any of the matters listed in paragraphs 3 to 6 of Schedule 2 are incomplete;
- (b) full and satisfactory information in respect of that person has been obtained in relation to the matters specified in paragraphs 1 and 2 of Schedule 2;
- (c) the registered person considers that the circumstances are exceptional; and

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(17) See [S.R. 2003 No. 139](#) for description of social care worker for the purposes of registration

- (d) pending receipt of, and satisfying himself with regard to, any outstanding information, the registered person ensures that the person is appropriately supervised while carrying out his duties.
- (6) The registered person shall take reasonable steps to ensure that any person working at the children's home who is not employed by him and to whom paragraph (2) does not apply, is appropriately supervised while carrying out his duties.

### **Employment of staff**

- 26.—**(1) The registered person shall –
- (a) ensure that all permanent appointments are subject to the satisfactory completion of a period of probation; and
  - (b) provide all employees with a job description outlining their responsibilities.
- (2) The registered person shall operate a disciplinary procedure which, in particular –
- (a) provides for the suspension of an employee where necessary in the interests of the safety or welfare of children accommodated in the home; and
  - (b) provides that the failure on the part of an employee to report an incident of abuse, or suspected abuse, of a child accommodated in the home to an appropriate person is a ground on which disciplinary proceedings may be instituted.
- (3) For the purposes of paragraph (2)(b), an appropriate person is the registered person, an officer of the Regulation and Improvement Authority or of the HSS trust in whose area the home is situated, or a police officer.
- (4) The registered person shall ensure that all persons employed by him –
- (a) receive appropriate training, supervision and appraisal; and
  - (b) are enabled to obtain further qualifications in respect of the work they perform.

## **CHAPTER 3**

### *Records*

### **Children's case records**

- 27.—**(1) The registered person shall maintain in respect of each child who is accommodated in a children's home a record in permanent form which –
- (a) includes the information, documents and records specified in Schedule 3 relating to that child;
  - (b) is kept up to date, is accurate and necessary; and
  - (c) is signed and dated by the author of each written entry and those persons monitoring the records.
- (2) The record mentioned in paragraph (1) may not be disclosed to any person except in accordance with –
- (a) any statutory provision under which access to such records is authorised; or
  - (b) any court order authorising access to such records.
- (3) The record mentioned in paragraph (1) shall be –
- (a) kept securely in the children's home so long as the child to whom it relates is accommodated there; and
  - (b) thereafter retained in a place of security,

for at least seventy-five years from the date of birth of the child to whom it relates or, if the child dies before attaining the age of 18, for a period of fifteen years from the date of his death.

### **Other records**

**28.—**(1) The registered person shall maintain in the children's home the records specified in Schedule 4 and ensure that they are kept up to date, are accurate and necessary.

(2) The records referred to in paragraph (1) shall be retained for at least fifteen years from the date of the last entry, except for records of menus, which need be kept only for one year.

### **Notifiable events**

**29.—**(1) If, in relation to a children's home, any of the events listed in column 1 of the table in Schedule 5 takes place, the registered person shall without delay notify the persons indicated in respect of the event in column 2 of the table.

(2) The registered person shall take steps to notify the placing authority without delay to enable notification to be provided to the parent of any child accommodated in the home of any significant incident affecting the child's welfare unless to do so is not reasonably practicable or would place the child's welfare at risk.

(3) Any notification made in accordance with this regulation which is given orally shall be confirmed in writing.

## **PART IV**

### **PREMISES**

#### **Fitness of premises**

**30.—**(1) The registered provider shall ensure that the premises used for the purposes of a children's home are of a physical design and layout suitable for the purpose of achieving the aims and objectives set out in the home's statement of purpose.

(2) The registered person shall ensure that all parts of the children's home are –

- (a) adequately lit, heated and ventilated;
- (b) secure from unauthorised access;
- (c) suitably furnished and equipped;
- (d) of sound construction and kept in good structural repair externally and internally;
- (e) kept clean and reasonably decorated and maintained; and
- (f) equipped with what is reasonably necessary, and adapted as necessary, in order to meet the needs arising from the disability of any disabled child accommodated in the home.

(3) The registered person shall ensure that the children's home is kept free from offensive odours and make arrangements for the disposal of general and clinical waste.

(4) The registered person shall ensure that there are within the children's home for use by children accommodated there in conditions of appropriate privacy –

- (a) a sufficient number of wash basins, baths and showers supplied with hot and cold running water; and
- (b) a sufficient number of lavatories,

for the number and sex of children accommodated.

(5) The registered person shall provide for the number and needs of children accommodated in the children's home –

- (a) sufficient and suitable kitchen equipment, crockery, cutlery and utensils;
- (b) adequate facilities for the preparation and storage of food; and
- (c) so far as is practicable, adequate facilities for children to prepare their own food if they so wish, and are of an age and ability, to do so.

(6) The registered person shall ensure that there are within a children's home adequate facilities for laundering linen and clothing, and, for children wishing to do so, to wash, dry and iron their own clothes.

(7) The registered person shall ensure that there is provided within a children's home –

- (a) communal space for sitting, recreation and dining; and
- (b) such facilities for private study as are appropriate to the age and educational needs of the children accommodated.

(8) The registered person shall ensure that each child is provided with sleeping accommodation which is –

- (a) suitable to his needs including his need for privacy; and
- (b) equipped with furniture, storage facilities, lighting, bedding and other furnishings including window and floor coverings suitable to his needs.

(9) The registered person shall ensure that no child shares a bedroom –

- (a) with an adult; nor
- (b) except in exceptional circumstances, and only after a comprehensive risk assessment has been carried out, with a child.

(10) The registered person shall provide for persons working at the children's home –

- (a) suitable facilities and accommodation, including –
  - (i) facilities for the purpose of changing;
  - (ii) storage facilities;
- (b) sleeping accommodation where the provision of such accommodation is needed in connection with their work at the home.

(11) Where part of a children's home is used as secure accommodation as defined in the Children (Secure Accommodation) Regulations (Northern Ireland) 1996<sup>(18)</sup>, care must be taken to ensure the restriction of liberty of any child does not impinge on the liberty or wellbeing of other children accommodated at the children's home.

### **Fire precautions**

**31.** The registered person shall have in place a current risk assessment and fire management plan that is revised and actioned as necessary or whenever the fire risk has changed, and shall –

- (a) take adequate precautions against the risk of fire, including the provision of fire equipment;
- (b) provide adequate means of escape;
- (c) make arrangements –
  - (i) for detecting, containing and extinguishing fires;
  - (ii) for giving warnings of fires;
  - (iii) for evacuation in the event of fire;

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(18) S.R. 1996 No. 487



- (iv) for the maintenance of all fire equipment; and
- (v) for reviewing fire precautions, and testing fire equipment, at suitable intervals;
- (d) make arrangements for persons working at the home to receive training from a competent person in fire precaution and in fire prevention; and
- (e) ensure, by means of fire drills and practices at suitable intervals, that the persons working at the home and children accommodated there, are aware of the procedure to be followed in case of fire.

## PART V

### MANAGEMENT OF HOMES

#### Visits by registered provider

**32.**—(1) Where the registered provider is an individual, but is not in day to day charge of the children's home, he shall visit the home in accordance with this regulation.

(2) Where the registered provider is an organisation or a partnership, the home shall be visited in accordance with this regulation by –

- (a) the responsible individual or one of the partners, as the case may be;
- (b) another of the directors or other persons responsible for the management of the organisation or partnership; or
- (c) an employee of the organisation or partnership who is not directly concerned with the conduct of the home.

(3) Visits under paragraph (1) or (2) shall take place at least once a month and may be unannounced.

(4) The person carrying out the visit shall –

- (a) interview, with their consent and in private, such of the children accommodated there, their parents, relatives and persons working at the home as appears necessary in order to form an opinion of the standard of care provided in the home;
- (b) inspect the premises of the children's home, its daily log of events, records of any complaints and a representative sample of records held under Schedules 3 and 4; and
- (c) prepare a written report on the conduct of the home.

(5) The registered provider shall supply a copy of the report required to be made under paragraph (4)(c) to –

- (a) the Regulation and Improvement Authority;
- (b) the registered manager of the children's home;
- (c) the placing authority; and
- (d) in the case of a visit under paragraph (2) –
  - (i) where the registered provider is an organisation, to each of the directors or other persons responsible for the management of the organisation; and
  - (ii) where the registered provider is a partnership, to each of the partners.

#### Review of quality of care

**33.**—(1) The registered person shall establish and maintain a system for –

- (a) monitoring the matters set out in Schedule 6 annually; and
  - (b) improving the quality of care provided in the children's home.
- (2) The registered person shall supply to the Regulation and Improvement Authority and the placing authority a report in respect of any review conducted by him for the purposes of paragraph (1), and make a copy of the report available on request to children accommodated in the home and their parents or the Commissioner.
- (3) The system referred to in paragraph (1) shall provide for consultation with children accommodated in the home, their parents and placing authorities.

### **Regulations and guidance**

**34.** The registered person shall ensure that a copy of these Regulations (and of any amendments to them) and of the statement of national minimum standards applicable to children's homes published by the Department under Article 38(1) of the Order are kept in the home and made available on request to –

- (a) any person working in the home;
- (b) any child accommodated in the home; and
- (c) the parent of any child accommodated in the home.

### **Financial position**

**35.—**(1) The registered provider shall carry on the children's home in such manner as is likely to ensure that the home will be financially viable for the purpose of achieving the aims and objectives set out in its statement of purpose.

(2) The registered person shall –

- (a) ensure that adequate accounts are maintained and kept up to date in respect of a children's home;
- (b) supply a copy of the accounts to the Regulation and Improvement Authority at its request.

(3) The registered person shall provide the Regulation and Improvement Authority with such information as it may require for the purpose of considering the financial viability of the children's home, including –

- (a) the annual accounts of the home certified by an accountant;
- (b) a reference from a bank expressing an opinion as to the registered provider's financial standing;
- (c) information as to the financing and financial resources of the home;
- (d) where the registered provider is a company, information as to any of its associated companies; and
- (e) a certificate of insurance for the registered provider in respect of liability which may be incurred by him in relation to the home in respect of death, injury, public liability, damage or other loss.

(4) In this regulation a company is an associated company of another if one of them has control of the other or both are under the control of the same person.

## PART VI

### MISCELLANEOUS

#### Notice of absence

**36.—(1)** Where –

- (a) the registered provider, if he is the person in day to day charge of the children's home; or
- (b) the registered manager,

proposes to be absent from the home for a continuous period of 28 days or more, the registered person shall give notice in writing to the Regulation and Improvement Authority of the proposed absence.

(2) Except in the case of an emergency, the notice referred to in paragraph (1) shall be given no later than one month before the proposed absence commences, or within such shorter period as may be agreed with the Regulation and Improvement Authority and the notice shall specify with respect to the proposed absence –

- (a) its length or expected length;
- (b) the reason for it;
- (c) the arrangements which have been made for running the children's home;
- (d) the name, address and qualifications of the person who will be responsible for the home during the absence; and
- (e) in the case of the absence of the registered manager, the arrangements that have been or are proposed to be made for appointing another person to manage the children's home during the absence, including the proposed date by which the appointment is to be made.

(3) Where the absence arises as a result of an emergency, the registered person shall give notice of the absence within one week of its occurrence specifying the matters mentioned in sub-paragraphs (a) to (e) of paragraph (2).

(4) Where –

- (a) the registered provider if he is the person in day to day charge of the home; or
- (b) the registered manager,

has been absent from the children's home for a continuous period of 28 days or more, and the Regulation and Improvement Authority has not been given notice of the absence, the registered person shall without delay give notice in writing to the Regulation and Improvement Authority specifying the matters mentioned in sub-paragraphs (a) to (e) of paragraph (2).

(5) The registered person shall notify the Regulation and Improvement Authority of the return to duty of the registered provider or (as the case may be) the registered manager not later than 7 days after the date of his return.

#### Notice of changes

**37.** The registered person shall give notice in writing to the Regulation and Improvement Authority as soon as it is practicable to do so if any of the following events take place or are proposed to take place –

- (a) a person other than the registered person carries on or manages the children's home;
- (b) a person ceases to carry on or manage the home;
- (c) where the registered provider is an individual, he changes his name;
- (d) where the registered provider is a partnership, there is any change in the membership of the partnership;

- (e) where the registered provider is an organisation –
  - (i) the name or address of the organisation is changed;
  - (ii) there is any change of director, manager, secretary or other similar officer of the organisation;
  - (iii) there is to be any change in the identity of the responsible individual;
- (f) where the registered provider is an individual, a trustee in bankruptcy is appointed, or he makes a composition or arrangement with his creditors;
- (g) where the registered provider is a company, a receiver, manager, liquidator or provisional liquidator is appointed; or
- (h) the premises of the home are significantly altered or extended, or additional premises are acquired.

#### **Appointment of liquidators etc.**

- 38.**—(1) Any person to whom paragraph (2) applies shall –
- (a) forthwith notify the Regulation and Improvement Authority of his appointment indicating the reasons for it;
  - (b) appoint a manager to take full-time day to day charge of the children’s home in any case where there is no registered manager; and
  - (c) not more than 28 days after his appointment notify the Regulation and Improvement Authority of his intentions regarding the future operation of the home.
- (2) This paragraph applies to any person appointed as –
- (a) the receiver or manager of the property of a company or partnership which is a registered provider of a children’s home;
  - (b) a liquidator or provisional liquidator of a company which is the registered provider of a children’s home; or
  - (c) the trustee in bankruptcy of a registered provider of a children’s home.

#### **Death of registered person**

- 39.**—(1) If more than one person is registered in respect of a children’s home, and a registered person dies, the other registered person shall without delay notify the Regulation and Improvement Authority of the death in writing.
- (2) If only one person is registered in respect of a children’s home, and he dies, his personal representatives shall notify the Regulation and Improvement Authority in writing –
- (a) without delay of the death; and
  - (b) within 28 days of their intentions regarding the future running of the home.
- (3) The personal representatives of the deceased registered provider may carry on the home without being registered in respect of it –
- (a) for a period not exceeding 28 days;
  - (b) for any further period as may be determined in accordance with paragraph (4).
- (4) The Regulation and Improvement Authority may extend the period specified in paragraph (3)
- (a) by such further period, not exceeding one year, as the Regulation and Improvement Authority shall determine and shall notify any such determination to the personal representatives in writing.

(5) The personal representatives shall appoint a person to take full-time day to day charge of the home during any period in which in accordance with paragraph (3), they carry on the children's home without being registered in respect of it.

## Offences

**40.**—(1) A contravention of the provisions of regulations 4 to 37 shall be an offence.

(2) The Regulation and Improvement Authority shall not bring proceedings against a person in respect of any contravention of those regulations unless –

- (a) subject to paragraph (4), he is a registered person;
- (b) notice has been given to him in accordance with paragraph (3);
- (c) the period specified in the notice, within which the registered person may make representations to the Regulation and Improvement Authority, has expired; and
- (d) in a case where, in accordance with paragraph (3)(b), the notice specifies any action that is to be taken within a specified period, the period has expired and the action has not been taken within that period.

(3) Where the Regulation and Improvement Authority considers that the registered person has contravened any of the provisions of the regulations mentioned in paragraph (1), it may serve a notice on the registered person specifying –

- (a) in what respect in its opinion the registered person has contravened any of the regulations;
- (b) where it is practicable for the registered person to take action for the purpose of complying with any of those regulations, the action which, in the opinion of the Regulation and Improvement Authority, the registered person should take for that purpose;
- (c) the period, not exceeding three months, within which the registered person should take any action specified in accordance with sub-paragraph (b); and
- (d) the period, not exceeding one month, within which the registered person may make representations to the Regulation and Improvement Authority about the notice.

(4) The Regulation and Improvement Authority may bring proceedings against a person who was once, but no longer is, a registered person, in respect of a failure to comply with regulation 27(3) or 28(2) and for this purpose, references in paragraphs (2) and (3) to a registered person shall be taken to include such a person.

## Compliance with Regulations

**41.** Where there is more than one registered person in respect of a children's home, anything which is required under these Regulations to be done by the registered person shall, if done by one of the registered persons, not be required to be done by any of the other registered persons.

## Revocations

**42.** The following Regulations are revoked –

- (a) the Children's Homes Regulations (Northern Ireland) 1996<sup>(19)</sup>; and
- (b) regulation 11 of the Health Services (Pilot Schemes: Miscellaneous Provisions and Consequential Amendments) Regulations (Northern Ireland) 1999<sup>(20)</sup>.

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<sup>(19)</sup> S.R. 1996 No. 479

<sup>(20)</sup> S.R. 1999 No. 100, to which there are amendments not relevant to these Regulations

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Sealed with the Official Seal of the Department of Health, Social Services and Public Safety on 25th March 2005.

L.S.

*N. McCann*  
A senior officer of the  
Department of Health, Social Services and  
Public Safety

## SCHEDULE 1

Regulation 4(1)

### MATTERS TO BE INCLUDED IN THE STATEMENT OF PURPOSE

1. A statement of the overall aims of the children's home, and the objectives to be attained with regard to children accommodated in the home.
2. A statement of the facilities and services to be provided for the children accommodated in the children's home.
3. The name and address of the registered provider, and of the registered manager if applicable.
4. The relevant qualifications and experience of the registered provider and, if applicable, the registered manager.
5. The number, relevant qualifications and experience of persons working at the children's home, and if the workers are all of one sex, a description of the means whereby the home will promote appropriate role models of both sexes.
6. The arrangements for the supervision, training and development of employees.
7. The organisational structure of the children's home.
8. The following particulars –
  - (a) the age-range, sex and numbers of children for whom it is intended that accommodation should be provided;
  - (b) whether it is intended to accommodate children who are disabled, have special needs or any other special characteristics; and
  - (c) the range of needs (other than those mentioned in sub-paragraph (b)) that the home is intended to meet.
9. Any criteria used for admission to the home, including the home's policy and procedures for emergency admissions, if the home provides for emergency admissions.
10. If the children's home provides or is intended to provide accommodation for more than eight children, a description of the positive outcomes intended for children in a home of such a size, and of the home's strategy for counteracting any adverse effects arising from its size, on the children accommodated there.
11. A description of the children's home's underlying ethos and philosophy, and where this is based on any theoretical or therapeutic model, a description of that model.
12. The arrangements made to protect and promote the health of the children accommodated at the home.
13. The arrangements for the promotion of the education of the children accommodated there, including the facilities for private study.
14. The arrangements to promote children's participation in recreational, sporting and cultural activities.
15. The arrangements made for consultation with the children accommodated about their future care and the operation of the children's home.
16. The arrangements made for the control, restraint and discipline of children.
17. The arrangements made for child protection and to counter bullying.
18. The procedure for dealing with any unauthorised absence of a child from the children's home.

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19. A description of any electronic or mechanical means of surveillance of children which may be used in the children's home.
20. The fire precautions and associated emergency procedures in the children's home.
21. The arrangements for the children's religious observance.
22. The arrangements for contact between a child and his parents, relatives and friends.
23. The arrangements for dealing with complaints.
24. The arrangements for contributing to the review of placement plans under Article 45 of the Children Order.
25. The type of accommodation, including the sleeping accommodation, provided, and, where applicable, how children are to be grouped, and in what circumstances they are to share bedrooms.
26. Details of any specific therapeutic techniques used in the home, and arrangements for their supervision.
27. A description of the children's home's policy in relation to anti-discriminatory practice as respects children and children's rights.

## SCHEDULE 2

Regulations 6, 8, 25

### INFORMATION AND DOCUMENTS REQUIRED IN RESPECT OF PERSONS SEEKING TO CARRY ON, MANAGE OR WORK AT A CHILDREN'S HOME

1. Proof of identity including a recent photograph.
2. Either –
  - (a) where a certificate is required for a purpose relating to registration under Part III of the Order or the position falls within section 115(3) or (4) of the Police Act 1997<sup>(21)</sup> (enhanced criminal record certificates), an enhanced criminal record certificate issued under section 115 of that Act; or
  - (b) in any other case, a criminal record certificate issued under section 113 of that Act (criminal record certificates),
 including, where applicable, the matters specified in sections 113(3EA) and 115(6EA) of that Act<sup>(22)</sup> and section 113(3EC)(a) and (b) and section 115(6EB)(a) and (b) of that Act<sup>(23)</sup>.
3. Two written references, including a reference from the person's most recent employer, if any.
4. Where a person has previously worked in a position whose duties involved work with children or vulnerable adults, so far as reasonably practicable verification of the reason why the employment or position ended.
5. Documentary evidence of any relevant qualifications and accredited training.
6. A full employment history, together with a satisfactory written explanation of any gaps in employment.

(21) 1997 c. 50. A position is within section 115(3) if it involves regularly caring for, training, supervising or being in sole charge of persons aged under 18. A position is within section 115(4) if it is of a kind specified in regulations and involves regularly caring for, training, supervising or being in sole charge of persons aged 18 or over

(22) Sections 113(3EA) and 115(6EA) are inserted by the Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003 (S.I. 2003/417 (N.I. 4))

(23) Sections 113(3EC) and 115(6EB) are inserted by the Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003



7. In respect of a registered manager to whom regulation 8(2) applies or anyone who is a member of the care staff of a children's home, confirmation of current registration on a relevant register.

### SCHEDULE 3

Regulation 27(1)

#### INFORMATION TO BE INCLUDED IN THE CASE RECORDS OF CHILDREN ACCOMMODATED IN CHILDREN'S HOMES

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 religious persuasion, if any.
4. A description of the child's racial origin, cultural and linguistic background.
5. The child's address immediately prior to entering the home.
6. The name, address and telephone number of the child's placing authority.
7. The statutory provision (if any) under which he is provided with accommodation.
8. The name, address, telephone number and the religious persuasion, if any, of the child's parents.
9. The name, address and telephone number of any social worker for the time being assigned to the child by the placing authority.
10. The date and circumstances of all absences of the child from the home, including whether the absence was authorised and any information relating to the child's whereabouts during the period of absence.
11. The date of, and reason for, any visit to the child whilst in the home.
12. A copy of any statement of special educational needs maintained in relation to the child under Article 16 of the Education (Northern Ireland) Order 1996(24) (statement of special educational needs), with details of any such needs.
13. The date and circumstances of any measures of control, restraint or discipline used on the child.
14. Any special dietary or health needs of the child.
15. The name, address and telephone number of any school or college attended by the child, and of any employer of the child.
16. Every school report received in respect of the child while accommodated in the home.
17. Arrangements for, including any restrictions on, contact between the child, his parents, and any other person.
18. A copy of any plan for the care of the child prepared by his placing authority, and of the placement plan.
19. The date and result of any review of the placing authority's plan for the care of the child, or of his placement plan and details of the outcome in terms of the child's progress.

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(24) S.I. 1996/274 (N.I. 1)

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20. The name and address of the general practitioner with whom the child is registered, and of the child's dental practitioner.
21. Details of any accident or serious illness involving the child while accommodated in the home.
22. Details of any immunisation, allergy, or medical examination of the child and of any medical or dental need or treatment of the child.
23. Details of any health examination or developmental test conducted with respect to the child at or in connection with his school.
24. Details of any medicines kept for the child in the home, including any medicines which the child is permitted to administer to himself, and details of the administration of any medicine to the child.
25. The dates on which any money or valuables are deposited by or on behalf of a child for safekeeping, and the dates on which any money is withdrawn, and any valuables are returned.
26. The address, and type of establishment or accommodation, to which the child goes when he ceases to be accommodated in the home.
27. Agreed personal development and training activities.
28. Record of search of child's person or property.

#### SCHEDULE 4

Regulation 28(1)

##### OTHER RECORDS WITH RESPECT TO CHILDREN'S HOMES

1. A record in the form of a register showing in respect of each child accommodated in a children's home –
  - (a) the date of his admission to the home;
  - (b) the date on which he ceased to be accommodated there;
  - (c) his address prior to being accommodated in the home;
  - (d) his address on leaving the home;
  - (e) his placing authority;
  - (f) the statutory provision (if any) under which he is accommodated.
2. A record showing in respect of each person working at the home –
  - (a) his full name;
  - (b) his sex;
  - (c) his date of birth;
  - (d) his home address;
  - (e) his qualifications relevant to, and experience of, work involving children;
  - (f) the recruitment process under which he was appointed;
  - (g) the training and development activities completed by him;
  - (h) whether he works at the home full-time or part-time (whether paid or not), and if part-time, the average number of hours worked per week; and
  - (i) whether he resides at the home.

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3. A record of any persons who reside or work at any time at the children's home, who are not mentioned in the records kept in accordance with paragraph 1 or 2.
4. A record of all accidents occurring in the children's home, or to children whilst accommodated by the home.
5. A record of the receipt, disposal and administration of any medicine to any child.
6. A record of every fire drill, fire alarm test conducted or checks in fire equipment, with details of any deficiency in either the procedure or the equipment concerned, together with details of the steps taken to remedy that deficiency.
7. A record of all money deposited by a child for safekeeping, together with the date on which that money was withdrawn, or the date of its return.
8. A record of all valuables deposited by a child and the date of their return.
9. Records of all accounts kept in the children's home.
10. A record of menus served.
11. A copy of the staff duty roster of persons working at the children's home, and a record of the actual rosters worked.
12. A daily log of events occurring in the home.
13. A record of all visitors to the home and to children accommodated in the home, including the names of visitors and the reasons for the visit.

## SCHEDULE 5

Regulation 29(1)

## EVENTS AND NOTIFICATIONS

Column 1 <i>Event:</i>	Column 2 <i>To be notified to:</i>					
	<i>Regulation and Improvement Authority</i>	<i>Placing authority</i>	<i>Department of Health, Social Services and Public Safety</i>	<i>HSS trust in whose area the home is located</i>	<i>Police</i>	<i>Director of Public Health<sup>(25)</sup> of the HSS Board</i>
Death of a child accommodated in the home	Yes	Yes	Yes	Yes		Yes
Referral to the Department pursuant to Article 4(1) (a) of the	Yes	Yes	Yes			Yes

(25) Article 32 of the Health and Personal Social Services (Northern Ireland) Order 1991 (S.I. 1991/194 (N.I. 1)) provides that the Chief Administrative Medical Officer of a Health and Social Services Board shall be known as the Director of Public Health

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Column 1 <i>Event:</i>	Column 2 <i>To be notified to:</i>					
	<i>Regulation and Improvement Authority</i>	<i>Placing authority</i>	<i>Department of Health, Social Services and Public Safety</i>	<i>HSS trust in whose area the home is located</i>	<i>Police</i>	<i>Director of Public Health(25) of the HSS Board</i>
Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003(26) of an individual working at the home						
Serious illness or serious accident sustained by a child accommodated in the home	Yes	Yes				
Outbreak of any infectious disease which in the opinion of a registered medical practitioner attending children at the home is sufficiently serious to be so notified	Yes	Yes				Yes
Allegation that a child accommodated	Yes	Yes	Yes		Yes (following consultation	

(25) Article 32 of the Health and Personal Social Services (Northern Ireland) Order 1991 (S.I. 1991/194 (N.I. 1)) provides that the Chief Administrative Medical Officer of a Health and Social Services Board shall be known as the Director of Public Health

(26) S.I. 2003/417 (N.I. 4), Art. 4(1) came into operation with effect from 30th November 2004

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Column 1 <i>Event:</i>	Column 2 <i>To be notified to:</i>					
	<i>Regulation and Improvement Authority</i>	<i>Placing authority</i>	<i>Department of Health, Social Services and Public Safety</i>	<i>HSS trust in whose area the home is located</i>	<i>Police</i>	<i>Director of Public Health(25) of the HSS Board</i>
at the home has committed a serious offence					with the placing authority)	
Involvement or suspected involvement of a child accommodated at the home in sexual exploitation	Yes	Yes		Yes	Yes (following consultation with the placing authority)	
Serious incident necessitating calling the police to the home	Yes	Yes			Yes	
Absconding by a child accommodated at the home		Yes			Yes	
Any serious complaint about the home or persons working there	Yes	Yes	Yes			
Instigation and outcome of any child protection enquiry involving a child accommodated at the home	Yes	Yes			Yes (following consultation with the placing authority)	

(25) Article 32 of the Health and Personal Social Services (Northern Ireland) Order 1991 (S.I. 1991/194 (N.I. 1)) provides that the Chief Administrative Medical Officer of a Health and Social Services Board shall be known as the Director of Public Health

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Column 1	Column 2
<i>Event:</i>	<i>To be notified to:</i>
	<i>Regulation and Improvement Authority</i>
	<i>Placing authority</i>
	<i>Department of Health, Social Services and Public Safety</i>
	<i>HSS trust in whose area the home is located</i>
	<i>Police</i>
	<i>Director of Public Health(25) of the HSS Board</i>
Any serious adverse event as defined in accordance with Departmental guidance	Yes

## SCHEDULE 6

Regulation 33(1)

### MATTERS TO BE MONITORED BY THE REGISTERED PERSON

1. In respect of each child accommodated in the children's home, compliance with the placing authority's plan for the care of the child (where applicable) and the placement plan.
2. The deposit and issue of money and other valuables handed in for safekeeping.
3. Daily menus.
4. All accidents and injuries sustained in the home or by children accommodated there.
5. Any illnesses of children accommodated in the home.
6. Complaints in relation to children accommodated in the home and their outcomes.
7. Any allegations or suspicions of abuse in respect of children accommodated in the home and the outcome of any investigation.
8. Staff recruitment records and conduct of required checks for new workers in the home.
9. Visitors to the home and to children in the home.
10. Notifications of the events listed in Schedule 5.
11. Any unauthorised absence from the home of a child accommodated there.
12. The use of measures of control, restraint and discipline in respect of children accommodated in the home.
13. Risk assessments for health and safety purposes and subsequent action taken.
14. Medicines, medical treatment and first aid administered to any child accommodated in the home.
15. Duty rosters of persons working at the home, and the rosters actually worked.
16. The home's daily log of events.

(25) Article 32 of the Health and Personal Social Services (Northern Ireland) Order 1991 (S.I. 1991/194 (N.I. 1)) provides that the Chief Administrative Medical Officer of a Health and Social Services Board shall be known as the Director of Public Health

17. Fire drills and tests of alarms and of fire equipment.
  18. Records of appraisals of employees and the training and development plan.
  19. Minutes of staff meetings.
  20. Records of educational progress and attainment of children accommodated in the children's home.
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## EXPLANATORY NOTE

*(This note is not part of the Regulations.)*

These Regulations are made under the Health and Personal Social Services (Quality, Improvement and Regulation) (Northern Ireland) Order 2003 ("the Order"). Part II of the Order establishes, the Northern Ireland Health and Personal Social Services Regulation and Improvement Authority ("the Regulation and Improvement Authority") and Part III provides for the registration and inspection of establishments and agencies, including children's homes, by the Regulation and Improvement Authority. It also provides powers for regulations governing the conduct of establishments and agencies. The majority of Parts II and III of the Order (in so far as not already in operation) will be brought into operation on 1st April 2005.

These new arrangements replace the regulatory system in relation to children's homes provided for by the Children (Northern Ireland) Order 1995, and these Regulations supersede the Children's Homes Regulations (Northern Ireland) 1996 (as amended).

Regulation 3 excludes certain establishments from the definition of a children's home under Article 9 of the Order. These include establishments providing short-term overnight care, holidays, or other activities for less than 28 days a year in relation to any one child, and a wide range of establishments providing accommodation for those aged 16 or over, unless in either case, the establishment mainly accommodates children who are disabled. Further education colleges and establishments for young offenders are also excluded.

By regulation 4, each home must have a statement of purpose consisting of the matters set out in Schedule 1, and a children's guide to the home. The home must be carried on in a manner which is consistent with the statement of purpose.

Regulations 6 to 10 make provision about the persons carrying on and managing the home, and require satisfactory information to be available in relation to the matters prescribed in Schedule 2. Where the provider is an organisation, it must nominate a responsible individual in respect of whom this information must be available (regulation 6). Regulation 7 prescribes the circumstances where a manager must be appointed for the home, and regulation 9 imposes general requirements in relation to the proper conduct of the home, and the need for appropriate training.

Part III makes provision about the conduct of children's homes, in particular, as to welfare, health, education and religious observance, arrangements for contact and visitors, the management of behaviour, and the use of surveillance devices. Provision is also made about the staffing of homes, and the fitness of workers, and about complaints, record keeping and notification of the events listed in Schedule 5.

Part IV makes provision about the suitability of premises, and the fire precautions to be taken. Part V deals with the management of children's homes. Regulation 32 requires the registered provider to

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visit the home as prescribed, and regulation 33 requires the registered person to monitor the matters set out in Schedule 6 relating to the quality of care provided by the home. Regulation 35 imposes requirements relating to the home's financial position.

Part VI deals with miscellaneous matters including the giving of notices to the Regulation and Improvement Authority. Regulation 40 provides for offences. A breach of the regulations specified in regulation 40 may found an offence on the part of the registered person. However, no prosecution may be brought unless the Regulation and Improvement Authority has first given the registered person a notice which sets out in what respect it is alleged he is not complying with a regulation, and what action the Regulation and Improvement Authority considers it is necessary for him to take in order to comply. The notice must specify a time period for compliance, not exceeding three months.