

### SCHEDULE 3

Regulation 17

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

1. A record showing—
  - (a) a date on which each child was first accommodated in the children's home;
  - (b) the date on which any child ceased to be accommodated in the children's home;
  - (c) where each child came from before he was accommodated in the children's home;
  - (d) where each child who had ceased to be accommodated went when he left the children's home;
  - (e) the identity of the person, authority or organisation responsible for the child being placed in the children's home;
  - (f) which, if any, child accommodated in the children's home was being looked after, or in the care of, any authority or organisation and under what legal authority.
2. A record showing—
  - (a) the full names;
  - (b) the sex;
  - (c) the date of birth;
  - (d) the qualifications relevant to, and experience of work involving children,of every person who—
  - (i) is employed at the children's home,
  - (ii) works at the home, or
  - (iii) is intended by the responsible authority to work at the home,showing whether they work at the home full-time or part-time, (whether paid or not) and if parttime the average number of hours worked per week, and whether or not they reside at the home or are intended to do so.
3. A record of all those persons resident at the children's home, other than the persons mentioned in paragraph 2 of this Schedule and children accommodated in the home.
4. A record of accidents occurring in the home.
5. A record of any medicinal product administered to any child in the home, including the date and circumstances of its administration and by whom it was administered, including medicinal products which the child is permitted to administer to himself.
6. A record of every fire drill or fire alarm test conducted, 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 A record of all money deposited by a child for safekeeping, together with the date on which that money was withdrawn, or the date of its return.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.
11. A record of every disciplinary measure imposed, giving the information required by regulation 8.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**12.** Records of duty rosters.

**13.** A daily log of events occurring in the home, including the names of visitors to any child accommodated in the home.