
STATUTORY INSTRUMENTS

2013 No. 1394

The Residential Holiday Schemes for Disabled
Children (England) Regulations 2013

PART 3

Conduct of Holiday Schemes for Disabled Children

CHAPTER 3

Records

Children's holiday scheme case records

24.—(1) The registered person must maintain, in respect of each child who is accommodated by the scheme, a record in writing which—

- (a) includes the documents, information and records specified in Schedule 3 in relation to that child;
- (b) is kept up to date; and
- (c) is signed and dated by the author of each entry.

(2) The record in paragraph (1) must be kept securely for a period of at least fifteen years from the date when the child was last accommodated by the scheme.

Other records

25.—(1) The registered person must maintain records of the matters specified in Schedule 4 and ensure that they are kept up to date.

(2) The records referred to in paragraph (1) must be retained for a period of at least fifteen years from the date of the last entry.

Notifiable events

26.—(1) If, in relation to the scheme, an event in column 1 of the table in Schedule 5 takes place, the registered person must without delay notify the persons indicated in column 2 of that table in respect of that event.

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