

SCHEDULE 4

Regulation 25

Other records to be kept by schemes

1. A record showing in respect of each employee, the person's—
 - (a) full name;
 - (b) sex;
 - (c) date of birth;
 - (d) address of employment;
 - (e) experience of, and qualifications relevant to, work involving children.
2. A record of accidents occurring at premises or sites used by the scheme to provide accommodation for children.
3. A record of the administration of any medicine to a child accommodated by the scheme, including the receipt of any medicine by or in relation to that child and the disposal of any such medicine.
4. A record of every fire drill or fire alarm test conducted in premises or sites used by the scheme to provide accommodation for children, with details of any deficiency in either the procedure or the equipment concerned, together with details of the steps taken to remedy that deficiency.
5. Records of all accounts kept by the scheme.
6. A copy of the staff duty roster of employees and a record of the actual rosters worked.
7. A record of visitors to premises or sites used by the scheme to accommodate children, including visitors to children accommodated.
8. Written records of any allegation of abuse or neglect in relation to a child accommodated by the scheme, and of the action taken in response to any such allegation.