

SCHEDULE 4

Regulation 19(3)

OTHER RECORDS WITH RESPECT TO RESIDENTIAL FAMILY CENTRES

1. A copy of the statement of purpose.
2. A record in the form of a register showing —
 - (a) the name, address, date of birth and marital status of each member of each family;
 - (b) the date on which he or she took up residence at the residential family centre;
 - (c) the date on which, and the reason why, he or she ceased to be accommodated there;
 - (d) the name of the person or organisation responsible for arranging the family's stay in the residential family centre;
 - (e) the name and address of the general practitioner and social worker if any, of each member of the family;
 - (f) in the case of a child, any court order to which he or she is subject;
 - (g) in the case of a child who is subject to a care order, the name, address and telephone number of the designated local authority and of the officer of the authority responsible for the child's case.
3. A statement of the procedure to be followed in the event of accidents or in the event of a resident going missing.
4. A statement of the procedure to be followed in the event of a fire.
5. A record of every fire practice, drill or test of fire equipment (including fire alarms) conducted in the residential family centre and of any action taken to remedy defects in the fire equipment.
6. A daily log of events occurring in the residential family centre which must include details of any of the following events affecting residents —
 - (a) any accident;
 - (b) any incident which is detrimental to the health or welfare of a resident, including the outbreak of infectious disease;
 - (c) any injury or illness to any resident;
 - (d) any fire;
 - (e) any theft or burglary.
7. A record showing in respect of each person employed at the residential family centre —
 - (a) full name;
 - (b) sex;
 - (c) date of birth;
 - (d) home address;
 - (e) qualifications relevant to, and experience of work involving children;
 - (f) the position held by that person, and the average number of hours worked by him or her per week.
8. A copy of any report made under regulation 25.
9. A record of all complaints made by residents or by persons working at the residential family centre about the operation of the residential family centre, and the action taken by the registered person in respect of any such complaint.

Status: This is the original version (as it was originally made).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

10. A record of the charges made, and fees paid, by or in respect of each family, including any extra amounts payable for additional services not covered by those charges, and the amounts paid by or in respect of each resident.
11. A copy of the staff duty roster of persons working at the residential family centre, and a record of the actual rosters worked.
12. A record of all visitors to the residential family centre.
13. A record of all accounts kept in the residential family centre