

SCHEDULE 4

Regulation 20

RECORDS

1. The following information and documents in respect of each adult who has been placed under the scheme —

- (a) full name;
- (b) date of birth;
- (c) the assessment referred to in regulation 18(1);
- (d) the adult's plan;
- (e) the adult placement agreement.

2. A record of all persons working for the purposes of the scheme, must include in respect of a person for whom a certificate as mentioned in paragraph 2 of Schedule 3 is required, the following matters —

- (a) full name;
- (b) sex;
- (c) date of birth;
- (d) home address;
- (e) qualifications relevant to, and experience of, work involving vulnerable adults;
- (f) written confirmation that the information referred to in Schedule 3 is available in relation to the person.

3. A record of all adult placement carers with whom an adult has been placed including —

- (a) full name;
- (b) sex;
- (c) date of birth;
- (d) address;
- (e) qualifications relevant to, and experience of, work involving vulnerable adults;
- (f) a copy of the adult placement agreement;
- (g) a record of the monitoring undertaken in respect of the placement under regulation 14;
- (h) written confirmation that the information referred to in Schedule 3 is available in relation to the carer.

4. A record of —

- (a) all accidents involving an adult placed under the scheme;
- (b) any use of physical restraint upon an adult placed under the scheme; and
- (c) any allegation of abuse, neglect or other harm made by or in relation to an adult placed under the scheme.

5. A record of —

- (a) any complaints made in accordance with regulation 21(1); and
- (b) the action (if any) taken in response to a complaint.