

## SCHEDULE 4

Regulation 37

### Other records with respect to children's homes

#### **Register of children**

1. A record in the form of a register showing in respect of each child—
  - (a) the date of the child's admission to the children's home;
  - (b) the date on which the child ceased to be accommodated in the home;
  - (c) the child's address immediately before being accommodated in the home;
  - (d) the child's address on leaving the home;
  - (e) the child's placing authority; and
  - (f) the statutory provision (if any) under which the child is accommodated.

#### **Staff, staff rosters, persons residing or working in the home, visitors**

2. A record showing in respect of each person working at the home—
  - (a) the person's full name;
  - (b) the person's sex;
  - (c) the person's date of birth;
  - (d) the person's home address;
  - (e) the person's qualifications relevant to, and experience of, work involving children;
  - (f) whether the person works at the home full-time or part-time (whether paid or not), and if part-time, the average number of hours worked per week; and
  - (g) whether the person resides at the home.
3. A copy of the staff duty roster of persons working at the home, and a record of the actual rosters worked.
4. A record of any persons who reside or work at any time at the home, who are not mentioned in the records kept in accordance with paragraphs 1 or 2.
5. A record of all visitors to the home, and to children, including the names of visitors and the reasons for the visit.

#### **Fire drills**

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.

#### **Accounts**

7. Records of all accounts kept in the children's home.