

STATUTORY RULES OF NORTHERN IRELAND

2007 No. 221

**The Adult Placement Agencies
Regulations (Northern Ireland) 2007**

ADULT PLACEMENT CARERS

Adult placement carer handbook

18.—(1) The registered person shall prepare an adult placement carer handbook and provide a copy of it to every adult placement carer providing, or intending to provide, a placement.

(2) The handbook must include a statement as to—

- (a) the aims and objectives of the agency as set out in the statement of purpose;
- (b) the role and responsibilities of adult placement carers;
- (c) the role and responsibilities of any care manager and any social worker responsible for a service user;
- (d) the complaints procedure;
- (e) the procedure for terminating the agreement;
- (f) the fees payable to the adult placement carer and details of when and by whom such fees will be paid, and the method of payment;
- (g) any other information that the registered person considers necessary to enable the adult placement carer to meet his obligations under the carer agreement.

(3) The handbook must also specify—

- (a) the procedure to be followed where an adult placement carer acts as agent for, or receives money from, the service user;
- (b) the procedure to be followed after an allegation of abuse, neglect or other harm has been made;
- (c) that a service user is not to be subject to physical restraint unless restraint of the kind employed is the only practicable means of securing the welfare of that, or another, service user;
- (d) that any allegation of a type mentioned in paragraph (b) of this sub-paragraph or the use of any physical restraint upon a service user is to be reported to the registered person;
- (e) the circumstances in which an adult placement carer may administer or assist in the administration of a service user's medication;
- (f) the records to be kept by the adult placement carer in relation to the service user's plan.

Commencement Information

II [Reg. 18](#) in operation at 30.4.2007, see [reg. 1](#)

Changes to legislation:

There are currently no known outstanding effects for the The Adult Placement Agencies Regulations (Northern Ireland) 2007, Section 18.