

SCHEDULE 1

Regulation 3(1) (c)

INFORMATION TO BE INCLUDED IN THE STATEMENT OF PURPOSE

1. A statement of the overall aims and objectives of the residential family centre.

Commencement Information

I1 Sch. 1 para. 1 in operation at 30.4.2007, see [reg. 1](#)

2. A statement of the facilities and services, including details of the type of accommodation to be provided by the residential family centre.

Commencement Information

I2 Sch. 1 para. 2 in operation at 30.4.2007, see [reg. 1](#)

3. The name and address of the registered provider and of any registered manager.

Commencement Information

I3 Sch. 1 para. 3 in operation at 30.4.2007, see [reg. 1](#)

4. The relevant qualifications and experience of the registered provider and any registered manager.

Commencement Information

I4 Sch. 1 para. 4 in operation at 30.4.2007, see [reg. 1](#)

5. The number, relevant qualifications and experience of the staff working at the residential family centre.

Commencement Information

I5 Sch. 1 para. 5 in operation at 30.4.2007, see [reg. 1](#)

6. The organisational structure of the residential family centre.

Commencement Information

I6 Sch. 1 para. 6 in operation at 30.4.2007, see [reg. 1](#)

7. The number of residents to be accommodated or provided with services.

Commencement Information

I7 Sch. 1 para. 7 in operation at 30.4.2007, see [reg. 1](#)

8. The range of needs, (categories of care) that the residential family centre is intended to meet and the number in each category.

Changes to legislation: There are currently no known outstanding effects for the The Residential Family Centres Regulations (Northern Ireland) 2007. (See end of Document for details)

Commencement Information

I18 Sch. 1 para. 8 in operation at 30.4.2007, see [reg. 1](#)

9. Any criteria used for admission to the residential family centre, including the centre's policy and procedures (if any) for emergency admissions, including, as applicable, the minimum and maximum ages (if any) of parents and children to be accommodated.

Commencement Information

I19 Sch. 1 para. 9 in operation at 30.4.2007, see [reg. 1](#)

10. The arrangements for residents to engage in social activities, hobbies and leisure interests.

Commencement Information

I10 Sch. 1 para. 10 in operation at 30.4.2007, see [reg. 1](#)

11. The arrangements made for consultation with residents about the operation of the centre.

Commencement Information

I11 Sch. 1 para. 11 in operation at 30.4.2007, see [reg. 1](#)

12. The fire precautions and associated emergency procedures in the residential family centre.

Commencement Information

I12 Sch. 1 para. 12 in operation at 30.4.2007, see [reg. 1](#)

13. The arrangements made, so far as is practicable that residents have the opportunity to attend religious services of their choice.

Commencement Information

I13 Sch. 1 para. 13 in operation at 30.4.2007, see [reg. 1](#)

14. The arrangements made for contact between residents and their relatives, friends, representatives, and the local community where practicable.

Commencement Information

I14 Sch. 1 para. 14 in operation at 30.4.2007, see [reg. 1](#)

15. The arrangements for dealing with complaints.

Commencement Information

I15 Sch. 1 para. 15 in operation at 30.4.2007, see [reg. 1](#)

16. The arrangements made for dealing with reviews of the placement plan referred to in regulation 15(1).

Commencement Information

I16 Sch. 1 para. 16 in operation at 30.4.2007, see [reg. 1](#)

17. The number and size of rooms in the residential family centre.

Commencement Information

I17 Sch. 1 para. 17 in operation at 30.4.2007, see [reg. 1](#)

18. The arrangements made for respecting the privacy and dignity of residents.

Commencement Information

I18 Sch. 1 para. 18 in operation at 30.4.2007, see [reg. 1](#)

19. The fees and charges of the residential family centre.

Commencement Information

I19 Sch. 1 para. 19 in operation at 30.4.2007, see [reg. 1](#)

20. A description of the underlying ethos and philosophy of the residential family centre, and where this is based on any theoretical or therapeutic model, a description of that model.

Commencement Information

I20 Sch. 1 para. 20 in operation at 30.4.2007, see [reg. 1](#)

21. A description of the advice, guidance and counselling provided, including the arrangements for professional supervision.

Commencement Information

I21 Sch. 1 para. 21 in operation at 30.4.2007, see [reg. 1](#)

22. The rules and conditions applying to residents, and the circumstances in which placements may be terminated.

Commencement Information

I22 Sch. 1 para. 22 in operation at 30.4.2007, see [reg. 1](#)

23. The policy relating to the use of drugs and alcohol in the residential family centre.

Changes to legislation: There are currently no known outstanding effects for the The Residential Family Centres Regulations (Northern Ireland) 2007. (See end of Document for details)

Commencement Information

I23 Sch. 1 para. 23 in operation at 30.4.2007, see [reg. 1](#)

24. The residential family centre’s confidentiality policy.

Commencement Information

I24 Sch. 1 para. 24 in operation at 30.4.2007, see [reg. 1](#)

25. The arrangements for protecting children and parents under the age of 18 accommodated in the residential family centre.

Commencement Information

I25 Sch. 1 para. 25 in operation at 30.4.2007, see [reg. 1](#)

SCHEDULE 2

Regulations 7, 9, 18

INFORMATION AND DOCUMENTS TO BE OBTAINED IN RESPECT OF PERSONS,
CARRYING ON, MANAGING OR WORKING AT A RESIDENTIAL FAMILY CENTRE

1. Proof of the person’s identity, including a recent photograph.

Commencement Information

I26 Sch. 2 para. 1 in operation at 30.4.2007, see [reg. 1](#)

2. When Part V of the Police Act is commenced in Northern Ireland, either—
- (a) where a certificate is required for a purpose which is prescribed by regulations under section 113B of the Police Act 1997(1), and an enhanced criminal record certificate issued under that section; or
 - (b) in any other case, a criminal record certificate issued under section 113A of that Act.

Commencement Information

I27 Sch. 2 para. 2 in operation at 30.4.2007, see [reg. 1](#)

3. Two written references relating to the person, including a reference from the person’s present or most recent employer, if any.

Commencement Information

I28 Sch. 2 para. 3 in operation at 30.4.2007, see [reg. 1](#)

(1) 1997 c. 50

4. Where a person has previously worked in a position whose duties involved work with children or vulnerable adults, so far as reasonably practicable, verification of the reason why the employment or position ended.

Commencement Information

I29 Sch. 2 para. 4 in operation at 30.4.2007, see [reg. 1](#)

5. Details and documentary evidence of any relevant qualifications or accredited training of the person and if applicable, registration with an appropriate professional regulatory body.

Commencement Information

I30 Sch. 2 para. 5 in operation at 30.4.2007, see [reg. 1](#)

6. A full employment history, together with a satisfactory written explanation of any gaps in employment.

Commencement Information

I31 Sch. 2 para. 6 in operation at 30.4.2007, see [reg. 1](#)

7. Evidence that the person is physically and mentally fit for the purposes of the work which he is to perform at the centre or, where it is impracticable for the person to obtain such evidence, a declaration signed by the person that he is so fit.

Commencement Information

I32 Sch. 2 para. 7 in operation at 30.4.2007, see [reg. 1](#)

SCHEDULE 3

Regulation 22(1)(a)

RECORDS TO BE KEPT IN A RESIDENTIAL
FAMILY CENTRE IN RESPECT OF EACH RESIDENT

1. In respect of each member of the family—
 - (a) his full name and home address;
 - (b) any name by which he has previously been known;
 - (c) his date of birth and sex;
 - (d) his religious persuasion (if any); and
 - (e) a description of his racial origin, cultural and linguistic background;
 - (f) the date on which he took up residence at the residential family centre;
 - (g) the date on which, and the reason why, he ceased to be accommodated there;
 - (h) the name of the person or organisation responsible for arranging the family's stay in the residential family centre;
 - (i) in the case of a child, any court order to which he is subject;

Changes to legislation: There are currently no known outstanding effects for the The Residential Family Centres Regulations (Northern Ireland) 2007. (See end of Document for details)

- (j) in the case of a child who is subject to a care order, the name, address and telephone number of—
 - (i) the HSS trust which is the designated authority in respect of the care order for the purposes of article 50 (1) of the Children Order; and
 - (ii) the officer of the authority responsible for the child’s case.

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Commencement Information
I33 Sch. 3 para. 1 in operation at 30.4.2007, see [reg. 1](#)

2. The name and address and telephone number of any HSS trust or authority whose duty it is to supervise the welfare of the residents.

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Commencement Information
I34 Sch. 3 para. 2 in operation at 30.4.2007, see [reg. 1](#)

3. The name, address and telephone number of any social worker for the time being assigned to any member of the family.

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Commencement Information
I35 Sch. 3 para. 3 in operation at 30.4.2007, see [reg. 1](#)

4. The terms of any court order under which the family is provided with accommodation in the residential family centre.

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Commencement Information
I36 Sch. 3 para. 4 in operation at 30.4.2007, see [reg. 1](#)

5. The name and address of the general medical practitioner in whose list the members of the family are included.

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Commencement Information
I37 Sch. 3 para. 5 in operation at 30.4.2007, see [reg. 1](#)

6. The name, address and telephone number of any school, college or place of work attended by any member of the family.

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Commencement Information
I38 Sch. 3 para. 6 in operation at 30.4.2007, see [reg. 1](#)

7. The date and circumstances of any serious incident involving any member of the family, and of any disciplinary measures or physical restraint used on any member of the family.

Commencement Information

I39 Sch. 3 para. 7 in operation at 30.4.2007, see [reg. 1](#)

8. Any special dietary, dental or other health needs, including details of any allergies, of any member of the family.

Commencement Information

I40 Sch. 3 para. 8 in operation at 30.4.2007, see [reg. 1](#)

9. Details of any medicines kept for any member of the family at the residential family centre, and of any medicines administered to any resident by a person working at the residential family centre.

Commencement Information

I41 Sch. 3 para. 9 in operation at 30.4.2007, see [reg. 1](#)

10. A record of any accident affecting the resident in the centre and of any other incident in the centre which is detrimental to the care, health, safety or welfare of the resident, which record shall include the nature, date and time of the accident or incident, whether medical treatment was required and the name of the individuals who were supervising the resident.

Commencement Information

I42 Sch. 3 para. 10 in operation at 30.4.2007, see [reg. 1](#)

11. Details of any specialist communications needs of the resident and methods of communication that may be appropriate to the resident.

Commencement Information

I43 Sch. 3 para. 11 in operation at 30.4.2007, see [reg. 1](#)

12. Arrangements for, including any restrictions on, contact between any child accommodated in the residential family centre and any other relevant person, and details of any court orders relating to contact with the child by any person.

Commencement Information

I44 Sch. 3 para. 12 in operation at 30.4.2007, see [reg. 1](#)

13. Details of any period of absence from the residential family centre by any member of the family including, in the case of a child, whether the absence was authorised by the registered person.

Commencement Information

I45 Sch. 3 para. 13 in operation at 30.4.2007, see [reg. 1](#)

14. A copy of the placement plan and any revision of it.

Changes to legislation: There are currently no known outstanding effects for the The Residential Family Centres Regulations (Northern Ireland) 2007. (See end of Document for details)

Commencement Information

I46 Sch. 3 para. 14 in operation at 30.4.2007, see [reg. 1](#)

15. A record of any money or valuables deposited by any member of the family for safekeeping, together with the date on which that money was withdrawn, or any valuables were returned.

Commencement Information

I47 Sch. 3 para. 15 in operation at 30.4.2007, see [reg. 1](#)

16. The address, and type of establishment or accommodation, to which the family goes when leaving the residential family centre.

Commencement Information

I48 Sch. 3 para. 16 in operation at 30.4.2007, see [reg. 1](#)

SCHEDULE 4

Regulation 22(2)

OTHER RECORDS TO BE KEPT IN A RESIDENTIAL FAMILY CENTRE

1. A copy of the statement of purpose.

Commencement Information

I49 Sch. 4 para. 1 in operation at 30.4.2007, see [reg. 1](#)

2. A copy of the resident's guide.

Commencement Information

I50 Sch. 4 para. 2 in operation at 30.4.2007, see [reg. 1](#)

3. A record of all accounts relating to the residential family centre including a record of resident's fees and financial arrangements that are handled by the centre and a record of persons working at the centre acting as the appointee or agent of a resident.

Commencement Information

I51 Sch. 4 para. 3 in operation at 30.4.2007, see [reg. 1](#)

4. A copy of all inspection reports.

Commencement Information

I52 Sch. 4 para. 4 in operation at 30.4.2007, see [reg. 1](#)

5. A copy of any report made under regulation 29(4) (c) or a copy of any written record or report made under regulation 30.

Commencement Information

I53 Sch. 4 para. 5 in operation at 30.4.2007, see [reg. 1](#)

6. A record of all persons employed at the residential family centre, which includes in respect of each person so employed—

- (a) his full name, address, date of birth, qualifications and experience and if applicable, confirmation of his registration status with an appropriate professional regulatory body;
- (b) a copy of his birth certificate and passport (if any);
- (c) a copy of each reference obtained in respect of him;
- (d) the dates on which he commences and ceases to be so employed;
- (e) the position he holds at the residential family centre, the work that he performs and the number of hours for which he is employed each week;
- (f) correspondence, reports, records of disciplinary action and any other records in relation to his employment including the recruitment process under which he was appointed;
- (g) the training and development activities completed by him.

Commencement Information

I54 Sch. 4 para. 6 in operation at 30.4.2007, see [reg. 1](#)

7. A copy of the duty roster of persons working at the residential family centre, and a record of whether the roster was actually worked.

Commencement Information

I55 Sch. 4 para. 7 in operation at 30.4.2007, see [reg. 1](#)

8. A record of the residential family centre's charges to residents, including any separate amounts payable for additional services not covered by those charges, and the amounts paid by or in respect of each resident.

Commencement Information

I56 Sch. 4 para. 8 in operation at 30.4.2007, see [reg. 1](#)

9. A record of all money or other valuables deposited by a resident for safekeeping or received on the resident's behalf, which—

- (a) shall state the date on which the money or valuables were deposited or received, the date on which any money or valuables were returned to a resident or used, at the request of the resident, on his behalf and, where applicable, the purpose for which the money or valuables were used; and
- (b) shall include the written acknowledgement of the return of the money or valuables.

Changes to legislation: There are currently no known outstanding effects for the The Residential Family Centres Regulations (Northern Ireland) 2007. (See end of Document for details)

Commencement Information

I57 Sch. 4 para. 9 in operation at 30.4.2007, see [reg. 1](#)

10. A record of furniture and personal possessions brought by a resident into the room occupied by him.

Commencement Information

I58 Sch. 4 para. 10 in operation at 30.4.2007, see [reg. 1](#)

11. A record of all complaints made by residents or representatives or relatives of residents or by persons working at the centre about the operation of the centre, and the action taken by the registered person in respect of any such complaint.

Commencement Information

I59 Sch. 4 para. 11 in operation at 30.4.2007, see [reg. 1](#)

12. A record of any of the following events that occur in the centre—
- (a) any accident;
 - (b) any incident which is detrimental to the care, health, safety or welfare of a resident, including the outbreak of infectious disease in the centre;
 - (c) any injury or serious illness;
 - (d) any fire;
 - (e) except where a record to which paragraph 14 refers is to be made, any occasion on which the fire alarm equipment is operated;
 - (f) any theft or burglary.

Commencement Information

I60 Sch. 4 para. 12 in operation at 30.4.2007, see [reg. 1](#)

13. Records of the food provided for residents in sufficient detail to enable any person inspecting the record to determine whether the diet is satisfactory, in relation to nutrition and otherwise, and of any special diets prepared for individual residents.

Commencement Information

I61 Sch. 4 para. 13 in operation at 30.4.2007, see [reg. 1](#)

14. A record of every fire practice, drill or test of fire equipment (including fire alarm equipment) conducted in the centre, including staff attending, and of any action taken to remedy defects in the fire equipment.

Commencement Information

I62 Sch. 4 para. 14 in operation at 30.4.2007, see [reg. 1](#)

15. A statement of the procedure to be followed in the event of a fire, or where a fire alarm is activated.

Commencement Information

I63 Sch. 4 para. 15 in operation at 30.4.2007, see [reg. 1](#)

16. A statement of the procedure to be followed in the event of accidents or in the event of a resident becoming missing.

Commencement Information

I64 Sch. 4 para. 16 in operation at 30.4.2007, see [reg. 1](#)

17. A record of charges made to residents for transport and the amounts paid by or in respect of each resident.

Commencement Information

I65 Sch. 4 para. 17 in operation at 30.4.2007, see [reg. 1](#)

18. Where residents collectively own the vehicles—

- (a) a record is kept with the amounts paid by or in respect of each resident running the vehicle;
- (b) a record is kept of journeys made and names of residents being transported.

Commencement Information

I66 Sch. 4 para. 18 in operation at 30.4.2007, see [reg. 1](#)

19. A record of the programme of events and activities that includes the name of the person leading the activity and the names of those who participated.

Commencement Information

I67 Sch. 4 para. 19 in operation at 30.4.2007, see [reg. 1](#)

20. A record of all staff meetings held and the names of all those attending.

Commencement Information

I68 Sch. 4 para. 20 in operation at 30.4.2007, see [reg. 1](#)

21. A record of training undertaken as referred to in Regulation 19(5)(a).

Commencement Information

I69 Sch. 4 para. 21 in operation at 30.4.2007, see [reg. 1](#)

22. A record of all visitors to the centre, including the names of all visitors.

Changes to legislation: There are currently no known outstanding effects for the The Residential Family Centres Regulations (Northern Ireland) 2007. (See end of Document for details)

Commencement Information

I70 Sch. 4 para. 22 in operation at 30.4.2007, see [reg. 1](#)

SCHEDULE 5

Regulation 30(1)

EVENTS AND NOTIFICATIONS

Commencement Information

I71 Sch. 5 in operation at 30.4.2007, see [reg. 1](#)

<i>Column 1</i>	<i>Column 2</i>					
<i>Event:</i>	<i>To be notified to:</i>					
	<i>[^FRQIA]</i>	<i>Placing authority</i>	<i>Department of Health, Social Service and Public Safety</i>	<i>HSS trust in whose area the centre is located</i>	<i>Police</i>	<i>Director of Public Health(2) of the HSS Board</i>
Death of a resident accommodated in the centre	Yes	Yes	Yes	Yes		Yes
Referral to the Department pursuant to Article 4(1) (a) of the Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003(3) of an individual working at the centre	Yes	Yes	Yes			Yes

(2) Article 32 of the Health and Personal Social Services (Northern Ireland) Order 1991 (S.I.1991/194 (N.I. 1) provides that the Chief Administrative Medical Officer of a Health and Social Services Board shall be known as the Director of Public Health
 (3) [2003 \(N.I. 4\)](#)

Changes to legislation: There are currently no known outstanding effects for the The Residential Family Centres Regulations (Northern Ireland) 2007. (See end of Document for details)

<i>Column 1</i> Event:	<i>Column 2</i> To be notified to:					
	<i>[^{F1}RQIA]</i>	<i>Placing authority</i>	<i>Department of Health, Social Service and Public Safety</i>	<i>HSS trust in whose area the centre is located</i>	<i>Police</i>	<i>Director of Public Health(2) of the HSS Board</i>
Serious illness or serious accident sustained by a child accommodated in the centre	Yes	Yes				
Outbreak of any infectious disease which in the opinion of a registered medical practitioner attending residents at the centre is sufficiently serious to be so notified	Yes	Yes				Yes
Allegation that a resident accommodated at the centre has committed a serious offence	Yes	Yes	Yes			Yes (following consultation with the placing authority)
Involvement or suspected involvement in prostitution of (i) a child; or (ii) a parent <u>who is</u>	Yes	Yes		Yes		Yes (following consultation with the placing authority)

(2) Article 32 of the Health and Personal Social Services (Northern Ireland) Order 1991 (S.I.1991/194 (N.I. 1)) provides that the Chief Administrative Medical Officer of a Health and Social Services Board shall be known as the Director of Public Health

Changes to legislation: There are currently no known outstanding effects for the The Residential Family Centres Regulations (Northern Ireland) 2007. (See end of Document for details)

<i>Column 1</i>	<i>Column 2</i>					
<i>Event:</i>	<i>To be notified to:</i>					
	<i>[^{F1}RQIA]</i>	<i>Placing authority</i>	<i>Department of Health, Social Service and Public Safety</i>	<i>HSS trust in whose area the centre is located</i>	<i>Police</i>	<i>Director of Public Health(2) of the HSS Board</i>
under the age of 18 accommodated in the centre						
Serious incident necessitating calling the police to the centre	Yes	Yes			Yes	
Absconding by a resident accommodated at the centre		Yes			Yes	
Any serious complaint about the centre or persons working there	Yes	Yes	Yes			
Instigation and outcome of any child protection enquiry involving (i) a child; or (ii) a parent who is under the age of 18 accommodated in the centre	Yes	Yes			Yes (following consultation with the placing authority)	
Any serious adverse event as defined in			Yes			

(2) Article 32 of the Health and Personal Social Services (Northern Ireland) Order 1991 (S.I.1991/194 (N.I. 1)) provides that the Chief Administrative Medical Officer of a Health and Social Services Board shall be known as the Director of Public Health

Changes to legislation: There are currently no known outstanding effects for the The Residential Family Centres Regulations (Northern Ireland) 2007. (See end of Document for details)

Column 1	Column 2
Event:	To be notified to:
	[^{F1} RQIA] Placing authority
	Department of Health, Social Service and Public Safety
	HSS trust in whose area the centre is located
	Police
	Director of Public Health(2) of the HSS Board
accordance with Departmental guidance	

F1 Words in Regulations substituted (11.4.2014) by [Health and Social Care \(Amendment\) Act \(Northern Ireland\) 2014 \(c. 5\)](#), [Sch. para. 1\(1\)\(a\)](#) (with [Sch. para. 1\(2\)](#))

(2) Article 32 of the Health and Personal Social Services (Northern Ireland) Order 1991 (S.I.1991/194 (N.I. 1)) provides that the Chief Administrative Medical Officer of a Health and Social Services Board shall be known as the Director of Public Health

Changes to legislation:

There are currently no known outstanding effects for the The Residential Family Centres Regulations (Northern Ireland) 2007.