

## SCHEDULE 1

Regulation 5(1)

### MATTERS TO BE INCLUDED IN A STATEMENT OF FUNCTIONS AND OBJECTIVES

1. Arrangements to meet the needs and development potential of all children resident in the establishment, including the child's emotional, spiritual, intellectual and physical needs.
2. Arrangements for the education of children resident in the establishment including—
  - (a) where education is provided in the establishment, the standard and range of educational provision; or
  - (b) where education is not provided in the establishment, the arrangements made with the relevant education authority for such provision.
3. For the purposes of regulation 8, the measures which will be taken to safeguard the physical care of children resident in the establishment.
4. The disciplinary and other arrangements relating to the care and control of children as provided for in regulations 4 and 10.
5. Arrangements for the residential establishment—
  - (a) in co-operation with the relevant care authority, to assist each child in developing his potential while in care within the establishment and after leaving care;
  - (b) for taking into account the needs and wishes of each child so placed, and those of the parents, and for the child's rights and responsibilities to be defined with due regard to his age and understanding; and
  - (c) for formulating procedures in co-operation with the relevant care authority in each case to deal with complaints from children resident in the establishment, or their parents or other relatives.
6. Arrangements for record keeping in accordance with regulation 14, including—
  - (a) procedures for the selection of children to be admitted to the establishment;
  - (b) details of admissions and discharges from the establishment;
  - (c) procedures for access to records for staff, children and parents; and
  - (d) records regarding any involvement of children and parents in relation to decisions taken about the child's welfare while resident in the establishment.
7. Arrangements for visits by relatives and friends of children resident in the establishment.
8. The establishment's policy on the involvement of children and parents in decisions about the child's future while in residential care.
9. Policy and practice in regard to the recruitment and training of appropriately qualified staff to ensure that the objectives of the residential establishment are achieved, having regard also to the range of services which will be provided including social work, health and, where relevant, education.
10. Arrangements for health care within the residential establishment in accordance with regulation 13.
11. Details of all fire practices and fire alarm tests carried out in the residential establishment.