

## SCHEDULE

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

6. Arrangements for record keeping in accordance with regulation 13 including–
  - (a) procedures for the selection of children to be admitted to the establishment;
  - (b) details of arrangements for 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.