

SCHEDULE 2

Regulation 24

Information and documents to be included in each child's case records

Personal details in relation to the child

1. The child's name and any name by which the child has previously been known, other than a name used by the child prior to adoption.
2. The child's date of birth and sex.
3. The child's religion, if any.
4. The child's ethnicity, and the child's cultural and linguistic background.
5. The child's address immediately before being admitted to the supported accommodation.
6. The address, and the type of accommodation, to which the child is to go when the child is discharged from the supported accommodation.
7. The dates on which any money or valuables are deposited by or on behalf of the child for safekeeping, the amount of money or a description of the valuables, and the dates on which any money is withdrawn, and any valuables are returned.
8. The statutory provision under which the child is accommodated in the supported accommodation.

Contact details of certain persons in relation to the child

9. The name of an individual who may be contacted at, and the address and telephone number of, the accommodating authority.
10. The name, address, telephone number and the religion, if any, of the child's parents.
11. The name, address and telephone number of any social worker assigned to the child by the accommodating authority.
12. If the child attends a school or college—
 - (a) the name, address and telephone number of the school or college, and
 - (b) if the school has a member of staff who has been designated by its governing body under section 20(1) of the Children and Young Persons Act 2008⁽¹⁾, the name and telephone number of the designated member of staff.
13. The name, address and telephone number of any employer of the child.

Information relating to the care, protection or safety of the child

14. The date and circumstances of all incidents where a child goes missing from the premises used as supported accommodation, including any information relating to the child's whereabouts during the period of absence.
15. The date and circumstances of any measure of restraint used in relation to the child.
16. Arrangements for, and any restrictions on, contact between the child, the child's parents, and any other person.

(1) Section 20 was amended by the Children and Social Work Act 2017, section 7 and [S.I. 2016/413](#).

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Plans or reports relating to the child

17. A copy of any statement of special educational needs in relation to the child.

18. Every school or college report received in respect of the child while the child is accommodated by the supported accommodation undertaking.

19. A copy of any relevant plan for the child.

20. The date and result of any review of any relevant plan for the child.

Health matters in relation to the child

21. The name of the general medical practitioner with whom the child is a registered patient, the address of the premises at which the child's primary medical services are usually provided and the name and address of the child's registered dental practitioner.

22. Details of any accident involving the child or serious illness the child has had while accommodated by the supported accommodation undertaking.

23. Details of any immunisation, allergy, or medical examination of the child and of any medical or dental need or treatment of the child.

24. Details of any health examination or developmental test conducted with respect to the child at, or in connection with, the child's school or college.

25. Details of any medicines kept for the child at the premises used as supported accommodation, including details of—

- (a) any medicines which the child is permitted to self-administer;
- (b) the administration of any medicine to the child;
- (c) the disposal of any medicine.

26. Any special dietary or health needs of the child.