

SCHEDULE 1

Regulation 4(1)

INFORMATION TO BE INCLUDED IN THE STATEMENT OF PURPOSE

1. A statement of the aims and objectives of the residential family centre.
2. A statement of the facilities and services, including details of the type of accommodation, to be provided by the residential family centre.
3. The name and address of the registered provider and of any registered manager.
4. The relevant qualifications and experience of the registered provider and registered manager.
5. The number, relevant qualifications and experience of persons working at the residential family centre.
6. The organisational structure of the residential family centre.
7. The fees and charges of the residential family centre.
8. The criteria for admission to the residential family centre, including, as applicable, the minimum and maximum ages (if any) of parents and children to be accommodated.
9. 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.
10. A description of any specific assessment, monitoring or therapeutic techniques to be used in the residential family centre and of the arrangements for their supervision.
11. A description of the advice, guidance and counselling provided, including the arrangements for professional supervision.
12. The fire precautions and associated emergency procedures in the residential family centre.
13. The arrangements for dealing with complaints.
14. The rules and conditions applying to residents, and the circumstances in which placements may be terminated.
15. The arrangements for respecting the privacy and dignity of residents.
16. The policy relating to the use of drugs and alcohol in the residential family centre.
17. The residential family centre's confidentiality policy.
18. The arrangements for protecting children.

SCHEDULE 2

Regulations 5,7,16

INFORMATION REQUIRED IN RESPECT OF PERSONS SEEKING TO CARRY ON, MANAGE OR WORK AT A RESIDENTIAL FAMILY CENTRE

1. Positive proof of identity.
2. Either —
 - (a) if the position falls within section 115(3) of the Police Act 1997(1), an enhanced criminal record certificate issued under section 115 of that Act; or

(1) 1997 c. 50. A position is within section 115(3) if it involves regularly caring for, training, supervising or the holder being in sole charge of persons aged under 18.

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(b) in any other case, a criminal record certificate issued under section 113 of that Act, including in either case, the result of checks made in accordance with, as the case may be, section 113(3A) or 115(6A) of that Act.

3. Two written references, including a reference from the last employer, if any.

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.

5. Documentary evidence of any relevant qualification.

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

7. A police check being a report produced by or on behalf of a chief officer of police within the meaning of the Police Act 1996 which records, as at the time the report is produced, all criminal offences —

(a) for which the person had been convicted including convictions which are spent within the meaning of the Rehabilitation of Offenders Act 1974(2) and which may be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975(3); or

(b) in respect of which the person has been cautioned and which, at the time the caution was given, the person admitted.

SCHEDULE 3

Regulation 19(1)(a)

INFORMATION TO BE INCLUDED IN CASE RECORDS

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.

2. The name of the placing authority, if any, and the name, address and telephone number of a representative of that authority.

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

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

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

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

(2) 1974 c. 53

(3) S.I.1975/1023. Relevant amendments have been made by S.I. 1986/1249, S.I. 1986/2268 and S.I. 2001/1192.

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.
8. Any special dietary, dental or other health needs, including details of any allergies, of any member of the family.
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.
10. Details of any accident or serious illness sustained by any member of the family whilst accommodated at the residential family centre.
11. 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.
12. Details of any period of absence from the residential family centre by any member of the family, and whether or not the absence was authorised by the registered person.
13. A copy of the placement plan and any revision of it.
14. 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.
15. The address, and type of establishment or accommodation, to which the family goes when leaving the residential family centre.

SCHEDULE 4

Regulation 19(3)

OTHER RECORDS WITH RESPECT TO RESIDENTIAL FAMILY CENTRES

1. A copy of the statement of purpose.
2. A record in the form of a register showing —
 - (a) the name, address, date of birth and marital status of each member of each family;
 - (b) the date on which he or she took up residence at the residential family centre;
 - (c) the date on which, and the reason why, he or she ceased to be accommodated there;
 - (d) the name of the person or organisation responsible for arranging the family's stay in the residential family centre;
 - (e) the name and address of the general practitioner and social worker if any, of each member of the family;
 - (f) in the case of a child, any court order to which he or she is subject;
 - (g) in the case of a child who is subject to a care order, the name, address and telephone number of the designated local authority and of the officer of the authority responsible for the child's case.
3. A statement of the procedure to be followed in the event of accidents or in the event of a resident going missing.
4. A statement of the procedure to be followed in the event of a fire.
5. A record of every fire practice, drill or test of fire equipment (including fire alarms) conducted in the residential family centre and of any action taken to remedy defects in the fire equipment.

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6. A daily log of events occurring in the residential family centre which must include details of any of the following events affecting residents —
 - (a) any accident;
 - (b) any incident which is detrimental to the health or welfare of a resident, including the outbreak of infectious disease;
 - (c) any injury or illness to any resident;
 - (d) any fire;
 - (e) any theft or burglary.
7. A record showing in respect of each person employed at the residential family centre —
 - (a) full name;
 - (b) sex;
 - (c) date of birth;
 - (d) home address;
 - (e) qualifications relevant to, and experience of work involving children;
 - (f) the position held by that person, and the average number of hours worked by him or her per week.
8. A copy of any report made under regulation 25.
9. A record of all complaints made by residents or by persons working at the residential family centre about the operation of the residential family centre, and the action taken by the registered person in respect of any such complaint.
10. A record of the charges made, and fees paid, by or in respect of each family, including any extra amounts payable for additional services not covered by those charges, and the amounts paid by or in respect of each resident.
11. A copy of the staff duty roster of persons working at the residential family centre, and a record of the actual rosters worked.
12. A record of all visitors to the residential family centre.
13. A record of all accounts kept in the residential family centre