

IN EXERCISE of the powers conferred by section 92 of the Children Act, 2020, the Cabinet Secretary, on recommendation with the National Council for Children's Services, makes the following Regulations:

**THE CHILDREN (REMAND HOMES AND REHABILITATION SCHOOLS)
REGULATIONS, 2020**

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PART I - PRELIMINARY	
Citation and Commencement	<p>1. These Regulations may be cited as The Children (Remand Homes and Rehabilitation Schools) Regulations, 2020 and shall come into force on such date as the Cabinet Secretary may, by notice in the Gazette, appoint.</p>
Interpretation	<p>2. In these Regulations any word or expression to which a meaning has been assigned in the Act has the meaning so assigned to it, and unless the context otherwise requires –</p> <p>“Act” means the Children Act, 2020;</p> <p>“authorised officer” has the meaning assigned to it under section 2 of the Act;</p> <p>“Cabinet Secretary” has the meaning assigned to it under section 2 of the Act;</p> <p>“care order” has the meaning assigned to it under section 155 (1) of the Act;</p> <p>“child “ has the meaning assigned to it under Article 260 of the Constitution;</p> <p>“Court” has the meaning assigned to it under section 2 of the Act;</p> <p>“County Advisory Committee” has the meaning assigned to it under section 2 of the Act;</p> <p>“Director” has the meaning assigned to it under section 2 of the Act;</p> <p>“institution” means a remand home or rehabilitation school established under sections 80(1) or 81(1) of the Act;</p> <p>“Manager” means a person appointed to be the administrative head of an institution</p> <p>“medical practitioner” has the meaning assigned to it under section 2 of the Act;</p> <p>“placing authority” means a Children’s Court or the Department of Children’s Services, and includes authorised officers as defined in the Act;</p> <p>“Public Benefits Organisation” has the meaning assigned to it under section 2 of the Act;</p>

Overriding Objectives	<p>3. The overriding objectives of these Regulations are –</p> <p>(a) to regulate temporary reception and care of children in conflict with the law pending inquiry under the Act or any other written law;</p> <p>(b) to ensure safety, protection and care of children alleged to be in conflict with the law during the period of inquiry under the Act or any other written law;</p> <p>(c) to ensure support of the child pending determination of proceedings under Parts XII and XV of the Act;</p> <p>(d) to guide the preparation of the child for reintegration into the family and community;</p> <p>(e) to provide high standards of care and protection of children committed to or placed in the institution, and which ensure that the physical, emotional, social, intellectual, spiritual and cultural needs of the child are met through a holistic approach to wellbeing, with particular attention being paid to their specific needs; and</p> <p>(f) in relation to children committed to rehabilitation schools, to ensure a commitment to promoting and providing for the rehabilitation services and educational needs of the individual child.</p>
	PART II – ESTABLISHMENT OF REMAND HOMES AND PRIVATE REHABILITATION SCHOOLS
Form of Application	4. An application for approval of an institution pursuant to section 80(1) or section 81(1) of the Act shall be in Form No.CRR1 set out in the First Schedule.
Procedure on Submission of Application	<p>5. (1) Upon receipt of an application under regulation 4, the Director shall, within fourteen days of receipt of the application, acknowledge receipt thereof in Form No. CRR2 set out in the First Schedule.</p> <p>(2) The acknowledgment of receipt referred to in sub-regulation (1) shall contain a notice of assessment, which shall take place not later than thirty days from the date of application to ascertain whether the institution meets the</p>

	criteria for approval set out in the Second Schedule.
Procedure on Assessment	<p>6. (1) Upon assessment of the institution by the Director, the Director shall prepare and submit a report to the Cabinet Secretary on the matters specified in the Second Schedule.</p> <p>(2) Upon consideration of the report referred to in sub-regulation (1), the Cabinet Secretary may –</p> <p style="padding-left: 40px;">(a) approve the institution as a remand home or private rehabilitation school, as the case may be; or</p> <p style="padding-left: 40px;">(b) reject the application for approval and, within fourteen days of the decision, notify the institution of the decision, setting out reasons for the rejection.</p> <p>(3) Where the Cabinet Secretary approves the institution as a remand home or private rehabilitation school, the Cabinet Secretary shall issue a certificate of approval in Form No. CRR3 set out in the First Schedule.</p> <p>(4) A certificate of approval issued under sub-regulation (3) shall be valid for a period of three years, unless withdrawn in accordance with section 81(6) (a) or surrendered in accordance with section 81(8) of the Act.</p>
Renewal of Approval	7. Regulations 4, 5 and 6 apply, with necessary modifications, to an application for renewal of approval.
	PART III – STANDARDS RELATING TO PHYSICAL FACILITIES
Suitability of Facilities	<p>8. (1) The institution shall ensure that the physical facilities in the premises used for the purposes of remand or rehabilitation of children are in a location, and of physical design and layout which are suitable for the purpose of achieving the aims and objectives of the institution.</p> <p>(2) Without prejudice to the generality of sub-regulation (1), the institution shall ensure that all physical facilities of the institution used by children are –</p> <p style="padding-left: 40px;">(a) well lit, ventilated and adequately heated or cooled ;</p> <p style="padding-left: 40px;">(b) secure from unauthorized access;</p> <p style="padding-left: 40px;">(c) suitably furnished and equipped with equipment, furniture and supplies that are –</p>

(i) of sturdy and safe construction, easy to clean and free from hazards; and

(ii) located so as not to block or hamper an exit in the case of fire or other emergency;

(d) kept clean, decorated in a child-friendly manner and reasonably maintained;

(e) of good construction and kept in good structural repair internally and externally in accordance with the minimum standards laid down for building and construction; and

(f) equipped with what is reasonably necessary, and adapted as necessary, in order to meet the special needs of children with disabilities committed to or placed in the institution, so as to enable the children to live as normal a life as possible.

(3) An institution shall –

(a) ensure that its environment is clean;

(b) make suitable arrangements for the disposal of general and clinical waste; and

(c) ensure that children are not used in the disposal of clinical waste, or in any manner that amounts to exploitation or mistreatment of the children.

(4) The institution shall ensure that there are within the institution, for use by children committed to or placed in the institution, conditions of appropriate privacy –

(a) a sufficient number of toiletries, wash basins, showers or baths with a constant supply of clean water;

(b) adequate personal effects, including undergarments, towels, toothbrushes and combs, which shall not be shared with other children;

(c) a sufficient number of toilets or ablutions, and other sanitary facilities, for the number, age and gender of the children in the institution;

(d) hand washing basins and water, and soap in or

near all the toilets and eating places; and

(e) adequate sanitary towels for girls who have started their menstrual periods, and who shall be taught how to use them.

(5) The institution shall provide for the number and needs of children in the institution –

(a) sufficient and suitable kitchen, kitchen equipment and utensils;

(b) adequate facilities for preparation and storage of food and beverages; and

(c) proper and safe storage of food, as well as disposal of expired food, and food that is otherwise unfit for human consumption.

(6) The institution shall, as far as is reasonably practicable, ensure that there are, within the institution, adequate facilities for laundry linen and clothing and, for children wishing to do so, to wash, dry and iron their own clothes.

(7) The institution shall ensure that there is provided, within the institution –

(a) adequate communal space for sitting, playing, recreation and dining; and

(b) such facilities for private study as are appropriate to the age and educational needs of the children.

(8) The institution shall ensure that the entire outdoor play area is –

(a) enclosed in a manner that is suitable for the age and development of children, and further ensure that the children are free of harm; and

(b) constructed in a manner, and using materials that are suitable for the age and development of the children intended to use it.

(9) An institution shall ensure that all indoor and outdoor play materials and equipment accessible to children are –

(a) suitable for the age and development of the

	<p>children; and</p> <p>(b) safely constructed, free from hazard and in good condition.</p> <p>(10) The institution shall ensure that each child is provided with sleeping accommodation which is –</p> <p>(a) suitable to their needs, including the need for privacy; and</p> <p>(b) provided for use by only one child at a time;</p> <p>(c) clean and comfortable;</p> <p>(d) appropriate for the size, age and development of the children intended to use it; and</p> <p>(e) equipped with furniture, storage facilities, lighting, bedding and other furnishing, including windows suitable to their needs.</p> <p>(11) An institution providing a child care programme to any child younger than thirty-six months of age shall provide a separate sleeping area located away from any activity area.</p> <p>(12) The institution shall ensure that no child shares a bedroom or sleeping quarters with an adult, nor a child who is of the opposite gender or of significantly different age to them.</p> <p>(13) The institution shall provide resident staff of the institution with –</p> <p>(a) suitable facilities and accommodation, other than sleeping accommodation, including –</p> <p>(i) facilities for the purposes of changing clothes; and</p> <p>(ii) storage facilities;</p> <p>(b) sleeping accommodation where the provision of such accommodation is needed in connection with their work.</p>
Fire and Safety	<p>9. (1) The institution shall –</p> <p>(a) take adequate precautions against the risk of fire outbreak, including the provision of suitable fire-</p>

	<p>fighting equipment;</p> <p>(b) provide adequate means of escape in the event of a fire outbreak;</p> <p>(c) make adequate arrangements for –</p> <ul style="list-style-type: none"> (i) detecting, containing and extinguishing fire outbreaks; (ii) giving warnings of a fire outbreak; (iii) evacuation in the event of a fire outbreak; (iv) the maintenance of all fire-fighting equipment; and (v) reviewing fire outbreak precautions, and testing fire-fighting equipment at suitable intervals; <p>(d) make arrangements for staff of the institution to receive proper training in fire outbreak prevention; and</p> <p>(e) ensure, by means of fire drills and practices at suitable intervals, that staff of the institution and, so far as is reasonably practicable, children accommodated in the institution, are aware of the procedure to be followed in the case of a fire outbreak.</p> <p>(2) An institution shall display a copy of the fire drill system in a prominent and accessible place in the institution.</p> <p>(3) An institution shall ensure that all staff of the institution have access, in an emergency, to reliable communications equipment.</p> <p>(4) To meet the requirements set out in sub-regulation (1), the Manager shall, where possible, consult with the relevant fire-fighting authorities in the local limits of the institution.</p> <p>(5) It is the responsibility of the Manager –</p> <ul style="list-style-type: none"> (a) where there have been changes to the physical facilities of the institution, to develop and implement an evacuation plan for all children and staff of the institution; and
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	<p>(b) to ensure that effective steps are taken to familiarise all children and staff of the institution with the means of escape, their use and routine to be followed in case of fire outbreak.</p>
Insurance Against Certain Risks	<p>10. An institution to which children are committed or placed in shall take out and maintain an insurance policy cover, including –</p> <p>(a) fire and extended coverage, including coverage for the theft of the children’s personal effects, and the institution’s property;</p> <p>(b) general liability coverage and personal injury coverage, including coverage for staff of the institution and volunteers engaged at the institution;</p> <p>(c) motor vehicle insurance; and</p> <p>(d) health insurance.</p>
Reception of Visitors	<p>11. (1) The institution shall provide and suitably furnish and equip a suitable room or area for the reception of visitors or authorised officers calling to visit or to interview children committed to or placed in the institution.</p> <p>(2) The room or area provided for the reception of visitors shall be set in such a way as to ensure the privacy and security of children.</p>
Review of Quality of Care	<p>12. (1) An institution shall establish and maintain a system for –</p> <p>(a) periodically monitoring the matters set out in the Third Schedule; and</p> <p>(b) improving on the quality of care provided to children at the institution.</p> <p>(2) The institution shall provide the Director with a report in respect of any review conducted by it for the purposes of sub-regulation (1), and make a copy of the report available and accessible to children committed to or placed in the institution, their parents, guardians and placing authorities.</p> <p>(3) The system referred to in sub-regulation (1) shall provide for consultation with children committed to or placed in the institution, their parents, guardians and placing authorities.</p>

<p>Accessibility for Inspection</p>	<p>13. For the purposes of section 91 of the Act, the institution shall –</p> <p>(a) ensure that the inspection of its physical facilities by the Inspection Committee is carried out smoothly;</p> <p>(b) provide all the relevant information required for the purpose of inspection; and</p> <p>(c) ensure that all areas are accessible, and that all persons required to be interviewed are available.</p>
	<p>PART IV – STAFF OF THE INSTITUTION</p>
<p>Appointment of Manager</p>	<p>14. (1) A person qualifies for appointment or designation as Manager of an institution if the person possesses the qualifications specified in section 68(1) and (2) of the Act.</p> <p>(2) In addition to the qualifications required under sub-regulation (1), the institution shall require the person considered for appointment or designation as Manager, to provide the institution with the information set out in the Fourth Schedule.</p> <p>(3) A person shall not manage an institution unless they are fit to do so having regard to the size of the institution and the purpose for which the institution is established, the number and needs (including special needs on account of disability) of the children committed to or placed in in the institution –</p> <p>(a) the person has the qualifications, skills and experience necessary for managing the institution; and</p> <p>(b) the person is physically and mentally fit to manage the institution.</p>
<p>Staff of the Institution</p>	<p>15. (1) An institution shall ensure that there is, a sufficient number of suitably qualified, competent and experienced persons employed by the institution, including –</p> <p>(a) a social worker or social workers;</p> <p>(b) a person in charge of preparation of food; and</p> <p>(c) a person in charge of the health of children committed to or placed in the institution.</p>

	<p>(2) For the purposes of sub-regulation (1), regard shall be had to –</p> <p>(a) the size of the institution, the purpose for which the institution is established, the number and the needs (including any needs arising from disability) of the children committed to or placed in the institution; and</p> <p>(b) the need to safeguard and promote the health and welfare of the children committed to or placed in the institution.</p> <p>(3) The institution shall ensure that the employment of any person on voluntary or temporary basis at the institution shall not prevent children from receiving such continuity of care as is reasonably required to meet their individual needs.</p>
<p>Certain Persons Not Fit for Appointment</p>	<p>16. (1) An institution shall not –</p> <p>(a) employ a person to work at the institution, unless the person is fit to work at an institution; or</p> <p>(b) allow a person who is employed by another person or institution –</p> <p>(i) to work at the institution in close and regular contact with the children committed to or placed in the institution; or</p> <p>(ii) to work in the institution or otherwise have a regular and close contact with the children committed to or placed in the institution if the person is not fit to do so.</p> <p>(2) For the purposes of sub-regulation (1), a person is not fit to work at an institution unless the person –</p> <p>(a) is a person of integrity and good character;</p> <p>(b) has the qualifications, skills and experience necessary for the work they are to perform;</p> <p>(c) is physically and mentally fit for the purposes of the work they are to perform; and</p> <p>(d) provides to the satisfaction of the institution the information specified in the Fourth Schedule.</p>

	<p>(3) The institution shall ensure that –</p> <p>(a) an offer of employment to a person is subject to sub-regulation (2) (d) being complied with in relation to that person; and</p> <p>(b) unless sub-regulation (4) applies, no person shall commence work at an institution until such time that sub-regulation (2) (d) is complied with in relation to that person.</p> <p>(4) Where the following conditions apply, the institution may permit a person to commence work at an institution notwithstanding sub-regulation (3) (b) –</p> <p>(a) the institution has taken all reasonable steps to obtain information in respect of all the matters specified in the Fourth Schedule in respect of that person, but the inquiries in relation to any of the matters specified in clauses (3), (4), (5) and (6) of that Schedule;</p> <p>(b) satisfactory information in respect of that person has been obtained in relation to the following:</p> <p>(i) clause (1) of the Fourth Schedule;</p> <p>(ii) except where sub-regulation (4) applies, clause (2) of the Fourth Schedule; and</p> <p>(iii) where sub-regulation (4) applies, clause (7) of the Fourth Schedule;</p> <p>(c) the institution considers that the circumstances are exceptional; or</p> <p>(d) pending receipt of, and satisfying itself with regard to, any outstanding information, the institution ensures that the person is appropriately supervised while carrying out his or her duties.</p>
Standards of Employment of Staff	<p>17. (1) The institution shall employ staff in accordance with the labour laws and regulations for the time being in force, and shall –</p> <p>(a) ensure that all permanent appointments are subject to the satisfactory completion of a specified</p>

	<p>period of probation; and</p> <p>(b) provide all employees with a job description outlining their duties and responsibilities.</p> <p>(2) The institution shall establish and administer a disciplinary procedure which shall, in particular –</p> <p>(a) provide for the suspension of an employee in appropriate cases in the interest of the safety and welfare of children committed to or placed in the institution; and</p> <p>(b) provide that failure on the part of an employee to report an incident of abuse or suspected abuse of a child committed to or placed in the institution is a ground on which disciplinary proceedings may be instituted.</p> <p>(3) The institution shall ensure that all persons employed by the institution –</p> <p>(a) receive appropriate training, supervision and appraisal; and</p> <p>(b) are enabled from time to time to obtain further qualifications appropriate to the work they perform.</p>
<p>Notice of Absence of Manager</p>	<p>18. (1) Where the Manager or other person involved in the day-to-day management of an institution proposes to be absent from the institution for a period of, or exceeding, twenty-eight days, the institution shall notify the Director.</p> <p>(2) Except in the case of an emergency, the notice referred to in sub-regulation (1) shall be given not later than thirty days before the proposed absence, or within such shorter period as may be agreed with the Director, and the notice shall specify with respect to the proposed absence –</p> <p>(a) its length or expected length;</p> <p>(b) the reason for the absence;</p> <p>(c) the arrangements which have been made for the management of the institution; and</p> <p>(d) the name, address and qualifications of the person proposed to be responsible for the management of the institution during the absence.</p>

	<p>(3) Where the absence arises as a result of an emergency, the Manager shall give notice of the absence within seven days from the date of such absence, specifying the matters set out in sub-regulation (2).</p> <p>(4) Where the Manager has been absent from an institution for a continuous period of twenty-eight days or more, and the Director has not been notified of such absence, the institution shall, without delay, give notice in writing to the Director specifying the matters set out in sub-regulation (2).</p> <p>(5) Upon return to duty, the Manager shall notify the Director of their return not later than seven days from the date of return.</p>
	<p>PART V -PLACEMENT, COMMITTAL AND ADMINISTRATION OF WELFARE SERVICES</p>
Procedure on Placement or Committal to an Institution	<p>19. Upon committal of a child to a rehabilitation school pursuant to section 152(2) (c) of the Act, or placement in a remand home pursuant to section 237 (i) of the Act, the Manager shall ensure that –</p> <p style="padding-left: 40px;">(a) within seven days of committal or placement, the child is informed of the policies and procedures of the institution, having regard to the age and understanding of the child; and</p> <p style="padding-left: 40px;">(c) subject to section 84 of the Act, no child shall leave the premises of the institution unaccompanied or unsupervised.</p>
Assessment of Children	<p>20. (1) The Manager shall, within seven days from the date on which a child is committed or placed in the institution –</p> <p style="padding-left: 40px;">(a) make a preliminary assessment of the child with regard to –</p> <p style="padding-left: 80px;">(i) the immediate needs of the child, including the need for immediate medical treatment;</p> <p style="padding-left: 80px;">(ii) the child’s physical or mental health, injury or intoxication; or</p> <p style="padding-left: 80px;">(iii) any other information that, in the opinion of the Manager, is relevant to the immediate provision of residential care to the child, or such other care as the Court may, by the</p>

	<p style="text-align: center;">committal or placement order, direct;</p> <p>(b) determine the immediate steps to be taken for the care and protection of the child, taking into account the developmental, emotional, social, medical and educational needs of the child; and</p> <p>(c) prepare a written record of –</p> <p style="padding-left: 40px;">(i) where ascertainable, the immediate needs of the child that cannot be met by the institution;</p> <p style="padding-left: 40px;">(ii) how, in the opinion of the Manager, those immediate needs will be otherwise met; and</p> <p style="padding-left: 40px;">(iii) the particulars of the personal effects in the child’s possession on committal or placement.</p>
<p>Individual Care Plan</p>	<p>21. (1) The Manager shall, within seven days from the date on which a child is committed to, or placed in, the institution under a committal or placement order, and upon conducting a needs assessment on the child, prepare an individual care plan in respect of the child, setting out –</p> <p style="padding-left: 40px;">(a) how, on a day-to-day basis, the child shall be cared for, and its welfare promoted and safeguarded by the institution;</p> <p style="padding-left: 40px;">(b) the arrangement for the child’s health care and education; and</p> <p style="padding-left: 40px;">(c) the arrangements made to facilitate contact with the child’s parent, guardian, relatives and friends of the child.</p> <p>(2) The Manager shall review the individual care plan annually, or from time to time, as the Manager considers necessary having regard to the circumstances of each case.</p> <p>(3) In preparing or reviewing the individual care plan, the Manager shall, so far as is reasonably practicable having regard to the child’s age and understanding, seek and take account of the child’s views.</p> <p>(4) The Manager shall ensure that the individual care plan is consistent with the terms of the committal or placement order.</p>

Food and Nutrition	<p>22. (1) The institution shall ensure that children committed to or placed in the institution are provided with –</p> <p style="padding-left: 40px;">(a) food which is –</p> <p style="padding-left: 80px;">(i) served in adequate quantities and at appropriate intervals so as to meet the nutritional needs of each child, having regard to the child’s age and developmental needs;</p> <p style="padding-left: 80px;">(ii) properly prepared, wholesome, balanced and nutritious;</p> <p style="padding-left: 80px;">(iii) suitable for their needs; and</p> <p style="padding-left: 80px;">(iv) sufficiently varied; and</p> <p style="padding-left: 40px;">(b) access to fresh, clean, drinking water at all times.</p> <p>(2) The institution shall ensure that any special dietary needs of a child committed to or placed in the institution, which is due to health, religion, race, tribe or cultural background, is sufficiently met.</p>
Clothing and Personal Effects	<p>23. (1) The institution shall ensure that the children committed to or placed in the institution are adequately clothed, and that the clothing meets their individual needs.</p> <p>(2) Without prejudice to the generality of sub-regulation (1), the institution shall ensure that each child has sufficient clothing of a suitable quality and size, having regard to the child’s age, gender, activities and weather conditions.</p> <p>(3) The institution shall provide all necessary facilities and resources to ensure that the personal needs of each child committed to or placed in the institution are met, having due regard to the child’s age, gender and special needs.</p>
Contact and Access to Information	<p>24. (1) The institution shall –</p> <p style="padding-left: 40px;">(a) encourage and facilitate the contact of each child with their parents or guardian, relatives and friends, in accordance with the arrangements set out in their individual care plan; and</p> <p style="padding-left: 40px;">(b) ensure that suitable facilities are provided within the institution with regard to each child committed to or placed in the institution to meet</p>

	<p>privately at reasonable times with their parent or guardian, relative, or other person authorised by law to maintain contact with the child, having due regard to the institution's programme of activities.</p> <p>(2) The institution shall ensure that the children committed to or placed in the institution are, at all reasonable times, and as far as is reasonably practicable, provided with access to relevant facilities for their communication with the outside world.</p> <p>(3) Subject to regulation 36 (g), the institution may impose such restrictions, prohibitions or conditions upon a child's contact or communication in any case where the institution is of the considered view that it is necessary to do so for the purpose of safeguarding or promoting the welfare of the child.</p> <p>(4) Where the institution imposes such restrictions, prohibitions or conditions referred to in sub-regulation (3), the institution shall record the reasons in the child's case record.</p> <p>(5) The institution shall ensure that a child with disability committed to or placed in the institution is provided with access to such suitable personal aids, equipment or adaptive technology as the child may require to –</p> <p style="padding-left: 40px;">(a) meet the child's special needs; and</p> <p style="padding-left: 40px;">(b) facilitate the child's contact and communication with other persons.</p>
<p>Education, Recreation and Employment</p>	<p>25. (1) The institution shall promote the educational and training needs of children committed to the institution by ensuring, among other things, that –</p> <p style="padding-left: 40px;">(a) the institution provides adequate educational and training facilities accessible to the children committed to the institution, having regard to their age, aptitude, needs, interests and potential;</p> <p style="padding-left: 40px;">(b) the children make use of the educational and training facilities provided by the institution pursuant to section 81(1) of the Act;</p> <p style="padding-left: 40px;">(c) the routine of the institution is organised in such a way as to further the children's participation in education and training, including private study; and</p> <p style="padding-left: 40px;">(d) effective links are maintained with the schools</p>

	<p>and training institutions attended by the children committed to the institution.</p> <p>(2) The institution shall promote and facilitate extra-curricular activities, and ensure that the children committed to the institution are –</p> <p>(a) encouraged to develop, pursue and engage in appropriate recreational activities; and</p> <p>(b) provided with appropriate play, recreational and leisure facilities.</p>
Religious Observance	<p>26. (1) The institution shall ensure that, so far as is reasonably practicable, each child committed to or placed in the institution attends the services of, receives instructions in, and observes the requirements (whether as to dress, diet or other requirements) of, the religious persuasion to which the child belongs.</p> <p>(2) An institution shall not compel a child to observe or participate in religious activities which are not of the child's persuasion.</p>
Health Needs and Medication	<p>27. (1) An institution shall promote and protect the health of the children committed to or placed in the institution and, in particular, the institution shall ensure that –</p> <p>(a) each child has access to such medical, dental, nursing, psychological and psychiatric advice, treatment, and such other services as the child may require;</p> <p>(b) each child is provided with such individual support, aids and equipment as the child may require to meet their health and other special needs;</p> <p>(c) each child is provided with such individual support and advice on health and personal care issues appropriate to their age, needs and wishes, and that female children are provided with appropriate and adequate sanitary facilities;</p> <p>(d) at all times, and subject to the number of children committed to or placed in the institution, at least one person on duty at the institution –</p> <p>(i) is suitably trained in first aid;</p>

	<p>(ii) is knowledgeable respecting each child's medical condition ; and</p> <p>(iii) is capable of effectively communicating with emergency personnel within and outside the institution;</p> <p>(e) first aid kits are at all times readily accessible to all staff, including times when care is provided outside the institution's premises; and</p> <p>(f) any person appointed to the position of nurse at the institution is a registered nurse.</p> <p>(2) An institution shall ensure that a child's medication is not accessible to any child, except in cases where –</p> <p>(a) the nurse or medical officer concerned has instructed the institution to permit access to the medication by the child; and</p> <p>(b) the nature of the child's health status is such that, without immediate access to the medication by the child, the child's health is significantly at risk.</p> <p>(3) An institution shall ensure that a competent member of staff is available and able to –</p> <p>(a) administer a child's medication in accordance with the instructions given by a medical practitioner or the child's parent or guardian, or as otherwise required under the child's individual care plan, committal or placement order; and</p> <p>(b) supervise the administration of the medication in a case where the child is permitted to self-administer the medication on instructions by any of the persons specified in paragraph (a), or as specified in the child's individual care plan.</p>
Use of Alcohol, Drugs and other intoxicating substances in the institution should be prohibited	28. An institution shall ensure that, while children are under the supervision of staff of the institution, no person uses alcohol, drugs and other intoxicating substances in the institution, on the premises, or in any vehicle used by staff of the institution to transport children.
Privacy and Access	29. The institution shall, at all times, ensure that –

to Premises	<p>(a) the privacy of the children committed to or placed in the institution is adequately protected;</p> <p>(b) the children are able to access all appropriate areas of the institution's premises; and</p> <p>(c) the limitation placed on a child's privacy or access to any part of the institution's premises –</p> <p style="padding-left: 40px;">(i) is intended to safeguard each child committed to or placed in the institution;</p> <p style="padding-left: 40px;">(ii) is necessary and proportionate;</p> <p style="padding-left: 40px;">(iii) is kept under review and, if necessary, revised; and</p> <p style="padding-left: 40px;">(iv) allows children as much freedom as is possible when balanced against the need to protect them and keep them safe.</p>
Hazards and Safety	<p>30. The institution shall ensure that –</p> <p>(a) parts of the institution to which children have access are free from hazards to their safety;</p> <p>(b) children do not have access to any object or substance that may be hazardous to the health or safety of a child;</p> <p>(c) the activities in which children participate are, so far as is reasonably practicable, free from avoidable risks;</p> <p>(d) unnecessary risks to the health or safety of children committed to or placed in the institution are eliminated; and</p> <p>(e) suitable arrangements are made to train all the children and staff of the institution in first aid, disaster preparedness and management.</p>
Institution to Notify Certain Events	<p>31. (1) Where any of the events listed in column 1 of the Table set out in the Fifth Schedule takes place in relation to an institution, the Manager shall, without delay, notify the persons specified in respect of the event in column 2 of that Table.</p> <p>(2) The institution shall, within twenty four hours, notify the</p>

	<p>respective persons specified in the Fifth Schedule of any of the incidents specified affecting the life, health or welfare of a child committed to or placed in the institution.</p> <p>(3) A notification made orally in accordance with this regulation shall be confirmed in writing within a reasonable time and, in any event, not later than three days from the date of the incident.</p>
Complaints and Representation	<p>32. (1) The institution shall establish a written procedure for considering complaints made by or on behalf of children committed to or placed in the institution.</p> <p>(2) The procedure referred to in sub-regulation (1) shall, in particular, make provision for –</p> <ul style="list-style-type: none"> (a) an opportunity for informal resolution of the complaint at an early stage; (b) the general rule that no person who is the subject of a complaint takes any part in its consideration otherwise than at the stage of informal resolution only, and in a case where the institution considers it appropriate; (c) dealing with complaints about the Manager or other person in authority; (d) procedure in complaints made by a person acting on behalf of a child; (e) arrangements for the procedure to be known, and copies thereof to be availed to – <ul style="list-style-type: none"> (i) the children committed to or placed in the institution; (ii) the placing authority; and (iii) staff of the institution. <p>(3) In addition to the matters specified in sub-regulation (2), the complaints procedure to which this regulation relates shall provide that –</p> <ul style="list-style-type: none"> (a) a complaint to the Manager may be oral or written, and shall include – <ul style="list-style-type: none"> (i) a description of the incident or matter

	<p>complained of;</p> <p>(ii) the date and time of the incident;</p> <p>(iii) the persons involved;</p> <p>(iv) any action taken; and</p> <p>(v) any other relevant details;</p> <p>(b) where a complaint has been made orally, the Manager shall immediately reduce it into writing;</p> <p>(c) upon receiving a complaint, the Manager shall –</p> <p>(i) investigate the complaint and prepare a report in that regard;</p> <p>(ii) take such steps as are necessary to address the matters complained of;</p> <p>(iii) prepare and submit a report to the institution’s governing body, setting out the complaint and the steps taken to address the matters complained of;</p> <p>(iv) where the matters complained of are unresolved, make a statement to that effect and seek the direction or intervention of the institution’s governing body;</p> <p>(v) where necessary, report to the Director for appropriate action in the matter; and</p> <p>(vi) where the matter complained of amounts to a criminal offence, report the complaint at the nearest police station within twenty-four hours of receiving the complaint.</p> <p>(4) The institution shall ensure that –</p> <p>(a) the children committed to or placed in the institution are enabled to make a complaint or representation; and</p> <p>(b) no child is subject to reprisal for making a complaint or representation.</p>
Institution to	33. (1) The institution shall develop a behaviour management

Develop Behaviour Management Policy	<p>policy for the maintenance of good behaviour of the children committed to or placed in the institution.</p> <p>(2) The behaviour management policy shall outline –</p> <ul style="list-style-type: none">(a) the specific measures of control, restraint and discipline;(b) the measures that may be taken to reward a child for good behaviour;(c) the persons, other than the Manager, who are authorised to take the specified measures;(d) the events, occasions, acts or omission that invite the taking of such measures; and(e) the procedure to be taken, giving the child an opportunity to be heard, before such measures are taken. <p>(3) The institution shall provide a copy of the behaviour management policy to –</p> <ul style="list-style-type: none">(a) the child upon committal to or placement in the institution; and(b) the Director. <p>(4) The institution shall –</p> <ul style="list-style-type: none">(a) keep and maintain the behaviour management policy under review and, where appropriate, revise it from time to time as the institution considers necessary; and(b) notify the Director of any such revision within twenty-eight days from the date of revision. <p>(5) The Manager shall ensure that, within twenty-four hours of the use of any measure of control, restraint or discipline taken in an institution, make a written record of the measure, which shall include –</p> <ul style="list-style-type: none">(a) the name of the child in respect of whom the measure is taken;(b) details of the child’s behaviour leading to the measure taken;
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	<p>(c) a description of the measure taken;</p> <p>(d) the date, time and location at which the measure was taken and, in the case of any form of restraint, the duration of the restraint;</p> <p>(e) the name of the person by whom the restraint was undertaken;</p> <p>(f) the effectiveness and consequences of the measure taken; and</p> <p>(g) the signature of the person authorised to make the record.</p>
<p>Child Behaviour Management</p>	<p>34. (1) A child committed to or placed in an institution shall comply with all reasonable instructions given to the child by the Manager or staff of the institution for –</p> <p>(a) maintaining the security or good order of the institution; or</p> <p>(b) ensuring the safety of a child in the institution.</p> <p>(2) If a child committed to or placed in an institution does not comply with instructions mentioned in sub-regulation (1), or otherwise misbehaves, the Manager may discipline the child.</p> <p>(3) Where the Manager takes disciplinary action against a child, the Manager shall ensure that the child is disciplined in a way that –</p> <p>(a) respects the child’s dignity; and</p> <p>(b) has regard to –</p> <p>(i) the nature of the misbehavior;</p> <p>(ii) the reason given by the child for the misbehavior;</p> <p>(iii) the child’s age and maturity;</p> <p>(iv) the child’s cultural background or beliefs;</p> <p>(v) any trauma experienced by the child that the manager knows about, and which the Manager believes may have contributed to the</p>

	<p style="text-align: center;">misbehavior; and</p> <p style="text-align: center;">(vi) any vulnerability of the child that the Manager knows about.</p> <p>(4) Subject to the conditions set out in the committal or placement order, the Manager may, by written notice, approve types of restraint a staff member may use to restrain a child committed to or placed in the institution.</p> <p>(5) A member of staff authorised under sub-regulation (4) may restrain a child committed to or placed in the institution only if –</p> <p style="padding-left: 40px;">(a) the restraint is approved by the Manager, or is in accordance with the committal or placement order;</p> <p style="padding-left: 40px;">(b) the child is –</p> <p style="padding-left: 80px;">(i) outside the institution, or about to leave the institution, under escort by the member of staff; or</p> <p style="padding-left: 80px;">(ii) in the institution;</p> <p style="padding-left: 40px;">(c) the member of staff reasonably believes that the child is likely to –</p> <p style="padding-left: 80px;">(i) attempt to escape;</p> <p style="padding-left: 80px;">(ii) seriously harm themselves or someone else; or</p> <p style="padding-left: 80px;">(iii) seriously disrupts order and security at the institution; and</p> <p style="padding-left: 40px;">(d) in relation to a child in the institution, the member of staff reasonably believes that there is no other way to stop the child from engaging in the behaviour mentioned in paragraph (c).</p>
Searches	<p>35. (1) The Manager may authorise a member of staff to search a child committed or placed in the institution.</p> <p>(2) Unless authorised by the Manager under sub-regulation (1), a search on a child committed to or placed in the institution shall not involve the removal of any of the child’s clothes.</p>

(3) If the search involves touching the child, the Manager shall ensure that the search is conducted by –

(a) a member of staff of the same sex as the child; or

(b) if the child identifies themselves as intersex, a member of staff of the sex requested by the child.

(2) Before conducting the search, the member of staff shall –

(a) inform the child that a search is to be conducted;
and

(b) request the child to co-operate with the search.

(3) Where the Manager reasonably believes that it is necessary for the security of members of staff or children in the institution, the Manager may direct a child who is, or is being, searched to partly undress.

(4) The Manager shall not direct the child to undress in the presence of –

(a) a person of the opposite sex to the child; or

(b) in relation to a child who identifies as intersex, a person who is not of the sex requested by the child.

(5) If reasonably practicable –

(a) the member of staff conducting the search shall –

(i) inform the child that the child is required to undress during the search;

(ii) inform the child why it is necessary to undress or remove any of the child's articles of clothing; and

(iii) request the child to co-operate with the search; and

(b) the child shall be given the opportunity to remain partly dressed during the search.

(6) The search shall be conducted –

(a) in such a way as to provide reasonable privacy for the child; and

	(b) as quickly as is reasonably practicable.
Certain Disciplinary Actions Prohibited	<p>36. An institution shall ensure that a child who is under the care or supervision of the institution pursuant to section 80(1) or 81(1) of the Act is not subjected to –</p> <p>(a) shoving, hitting or shaking by a staff of the institution, or by another child, or confinement or physical restraint by another child;</p> <p>(b) confinement or physical restraint by a staff of the institution, except as is otherwise authorised in a child’s committal or placement order, or by the Manager in accordance with regulation 34(4);</p> <p>(c) harsh, belittling, demeaning or degrading treatment by a staff of the institution, or by another child, whether verbal, emotional or physical, that could humiliate the child, or otherwise undermine the child’s self-respect;</p> <p>(d) spanking or any other form of corporal punishment;</p> <p>(e) separation, without supervision by a responsible adult, from other children;</p> <p>(f) as a form of punishment, deprivation of meals, snacks, rest or necessary use of a toilet;</p> <p>(g) any restriction, other than a restriction imposed by the Court, or in accordance with regulation 24(3) on –</p> <p>(i) a child’s contact with their parent or guardian, relative or friend;</p> <p>(ii) visits to the child by their parent or guardian, relative or friend; or</p> <p>(iii) a child’s communication with any persons authorised by law to contact the child in accordance with regulation 24(1) (b);</p> <p>(h) any requirement that a child wears any distinctive or inappropriate clothing;</p> <p>(i) the use or withholding of medication, medical or</p>

	<p>dental treatment;</p> <p>(j) the intentional deprivation of sleep;</p> <p>(k) any intrusive physical examination of the child;</p> <p>(l) the withholding of any aids or equipment needed by a child with disability; or</p> <p>(m) any measure which involves –</p> <p style="padding-left: 40px;">(i) a child in the imposition of any measure against another child; or</p> <p style="padding-left: 40px;">(ii) the punishment of a group of children for the behaviour of an individual child.</p>
	PART VI – RECORDS OF THE INSTITUTION
<p>Duty to Keep and Maintain Case Records</p>	<p>37. (1) The Manager shall keep and maintain a file on each child, which shall contain a permanent record of the matters specified in the Sixth Schedule, and which shall –</p> <p style="padding-left: 40px;">(a) include the information, documents and records therein specified;</p> <p style="padding-left: 40px;">(b) be kept up to date; and</p> <p style="padding-left: 40px;">(c) be signed and dated by the person by whom each entry is made.</p> <p>(2) The Manager shall ensure that all registers, books and records, in respect of children committed to or placed in the institution, are securely stored and kept confidential –</p> <p style="padding-left: 40px;">(a) in the institution for as long as the child to whom it relates remains in the institution; and</p> <p style="padding-left: 40px;">(b) thereafter, retained in a secure place for a period of not less than six years.</p> <p>(3) The records referred to in sub-regulations (1) and (2) shall not be disclosed to any person except in accordance with –</p> <p style="padding-left: 40px;">(a) the provision of, or under, or by virtue of, any law for the time being in force and authorising such access or disclosure; or</p> <p style="padding-left: 40px;">(b) any order of a court of competent jurisdiction</p>

	authorising access to, or disclosure of, information contained in those records.
Records to be Kept by the Manager	38. The Manager shall keep or cause to be kept the records specified in the Seventh Schedule.
	PART VII - MISCELLANEOUS PROVISIONS
Application of Parts III, IV, V, VI and VII to Other Institutions	39. Parts III, IV, V, VI and VII apply, with necessary modifications, to institutions established pursuant to sections 80(1) and 81(1) of the Act.
Regulations and Guidance	40. The institution shall ensure that a copy of these Regulations (and of any amendments thereof) are kept and maintained in the institution and made available on request to – <p style="text-align: center;">(a) staff of the institution;</p> <p style="text-align: center;">(b) the Director or authorised officer; and</p> <p style="text-align: center;">(c) a child committed to or placed in the institution.</p>
Notice of Changes	41. The institution shall, as soon as is reasonably practicable, give notice in writing to the Director if any of the following events take place or are proposed to take place: <p style="text-align: center;">(a) change in management of the institution;</p> <p style="text-align: center;">(b) where the institution is an organisation (such as a public benefit organisation or religious organisation), if –</p> <p style="text-align: center;">(i) the name of the organisation is changed;</p> <p style="text-align: center;">(ii) there is change of director, manager or similar office in the organisation; or</p> <p style="text-align: center;">(iii) there is change in the identity of any individual;</p> <p style="text-align: center;">(c) where the institution is an individual, if a trustee in bankruptcy is appointed, or if the individual makes a composition or arrangement with their creditors; or</p>

	(d) the premises of the institution are significantly changed or extended, or if additional changes are made to such premises.
Offences	42. A contravention or failure to comply with any of the matters provided in these Regulations is an offence.
Penalties	43. A person convicted of an offence under these Regulations is liable to imprisonment for a term not exceeding six months or to a fine not exceeding one hundred thousand shillings, or to both.
Transition Provisions	44. (1) A remand home and rehabilitation school approved under the Children Act, 2001 (now repealed) is required to comply with these Regulations relating to renewal of approval in accordance with regulation 7. (2) An institution established under the Children and Young Persons (Registration) Regulations, 1965 (now repealed) shall be deemed to continue as if it was established under these Regulations subject, however, to the requirement as to renewal of approval in accordance with regulation 7. (3) Anything done or commenced under the Children and Young Persons (Registration) Regulations, 1965 (now repealed) shall be deemed to be validly done as if such thing or matter was done or commenced under these Regulations.
Repeal of 1965 Regulations	45. The Children and Young Persons (Registration) Regulations, 1965 are repealed.

	<p>FIRST SCHEDULE</p> <p><i>Regulation 4</i></p> <p>Form No. CRR 1</p> <p>Form of Application for Approval of a Remand Home/ Rehabilitation School</p> <p>Type of organization.....Year of registration</p> <p>Registration Number (if any)</p> <p>Name of institution.....</p> <p>Physical address.....</p> <p>Postal address Telephone No.</p>
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E-mail

Name of chairperson (or person of equivalent office)

Postal address

Telephone No.

E-mail

Name of Chief Executive Officer or other person in charge

.....

Postal address

Telephone No.

E-mail

Does the institution already host children? Yes No

If yes, what is the present capacity? (List total number of children)..... Male..... Female..... Intersex

If not, what is the intended capacity? (List total number of children)

..... Male..... Female Intersex

I/We hereby apply for approval for establishment of a remand home/rehabilitation school.

I/We have attached all relevant documents and information in support of the application.

Name Designation

Signature Date

FOR OFFICIAL USE ONLY

Received by Date

(Name, Designation, Signature)

Application approved: Yes /No (delete as appropriate)

Regulation 5(1)

Form No. CRR 2

Acknowledgement of Receipt of Application

Date

This is to acknowledge and notify (name of organization) of P. O. Box that we are in receipt of

your application for approval to establish a remand home/rehabilitation school and we propose to inspect the institution on the day of 20 atam/pm. For the purpose of ascertaining the suitability of your institution for approval under the Regulations.

.....
Director

Regulation 6(3)

Form No. CRR 3

Certificate Of Approval of a Remand Home/ Rehabilitation School

This is to certify that (name of organisation) of P.O. Box..... situated in (registered office or location) is approved as a remand home/ rehabilitation school under regulation 8 (1) of the Children (Remand Homes and Rehabilitation Schools) Regulations, 2020 for a period of three years from to

Issued on the day of, 20.....

Registration No.

Cabinet Secretary..... Dated

Regulation 5(2)

SECOND SCHEDULE

Criteria for Approval of a Remand Home/ Rehabilitation School

1. Show proof of financial stability and sustainability.
2. Accommodate or have capacity to accommodate at least twenty children.
3. Adequate premises to meet it's objectives.
4. Adequate staffing to meet needs and objectives of the institution.

5. Where it is a non-governmental or religious organization, it must show proof of registration.

6. Where it is an individual or body unincorporated, it must show a list of trustees.

Regulation 12(1)

THIRD SCHEDULE

Review of Quality Care

1. In respect of each child committed to or placed in the institution, compliance with the placing authority's plan for the care of the child (where applicable) and the placement plan.

2. The deposit and issue of money and other valuables handed in for safekeeping.

3. Accidents and injuries sustained in the institution or by children committed to or placed in the institution.

4. Illnesses of children committed to or placed in the institution.

5. Allegations or suspicions of abuse in respect of children committed to or placed in the institution and the outcome of any investigation.

6. Staff recruitment records and conduct of required checks for new workers in the institution.

7. Visitors to the institution and to children in the institution.

8. Notifications to the events in the Fifth Schedule.

9. Any unauthorized absence from the institution of a child committed to or placed in the institution.

10. The use of measures of control, restraint and discipline in respect of children committed to or placed in the institution.

11. Risk assessment for health and safety purposes and subsequent action taken.

12. Medicines, medical treatment and first aid administered to any child committed to or placed in the institution.

13. In the case of qualifying school, the standards of educational

provisions.

14. Duty rosters of persons working at the institution, and the rosters actually worked.

15. The institution's daily programme of events.

16. Fire drills and tests of fire equipment.

17. Records of appraisal of employees.

18. Minutes of staff meetings.

Regulation 14(2)

FOURTH SCHEDULE

Information Required in Respect of Persons Seeking to Carry on,
Manage or Work at an Institution

1. Proof of identity including a recent photo.
2. A Police Clearance Certificate and details of any criminal offences a person may have been charged within a court of law, particularly those outlined in the Sixth Schedule to the Act.
3. Three written references, including a reference from the person's most recent employer, if applicable.
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 qualifications.
6. A full employment history, together with a satisfactory written explanation of any gaps in employment.

Regulation 31(1)

FIFTH SCHEDULE

Events and Notification

Column 1: Event	Column 2: To be notified to
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	Director/ County Children's Officer	Placing Authority	Police	Health Authority	Parent
Death of a child committed to or placed in the institution.	yes	yes	yes	yes	Yes
Serious injury or accident sustained by a child in the institution	yes	yes		yes	Yes
Outbreak of any infectious disease which in the opinion of the medical practitioner attending to the children at the institution is serious enough to be notifiable.	yes	yes		yes	Yes
Allegation that a child has committed a serious offence.		yes	yes		yes
Serious incident necessitating calling the police.	yes	yes			
Absconding/escape by a child.	yes	yes	Yes		Yes
Any serious complaint about the home or persons working	yes	yes			

there.					
Investigation and outcome of any child protection enquiry a child.	yes	yes			yes

Regulation 37(1)

SIXTH SCHEDULE

Information to be Included in the Case Records of Children Committed to or Placed in the institution

1. A photograph of the child.
2. 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.
3. The child's date of birth and gender.
4. The child's religious persuasion, if any.
5. The child's background information and home particulars immediately before entering the institution.
6. The full names, addresses and contact information of the persons with whom the child previously resided.
7. Reports made to the police in respect of the child while in the institution.
8. Incidents in which the child was involved that necessitated the intervention of any State Department or agency while in the institution after involved.
9. An order or orders of the Court (if any) made in respect of the child.
10. The statutory provisions under which the child is provided with accommodation.
11. The date and circumstances of all absences of the child from the

institution, including whether the absence was authorized and any information relating to the child's whereabouts during the child's absence.

12. The date of, and reason for, any visit to the child whilst in the institution and reasons for the prohibition, control, restrictions or conditions placed upon a child's contact with parents, friends or any other person authorized by law.

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

14. The date and circumstances of any measure of control, restraint or discipline used on the child.

15. Any special dietary or health need of the child.

16. The full name, address and telephone number of the school or learning institution attended by the child.

17. Reports from schools or learning institution's received in respect of the child while accommodated in the institution.

18. Arrangements for, including any restrictions on, contact between the child, the child's parents and any other person.

19. A copy of any plan for the care of the child prepared by the placing authority, and of the placement plan.

20. The date and result of any review of the placing authority's plan for the care of the child, or of the placement plan.

21. Details of any accident or serious illness involving the child while committed to or placed in the institution.

22. Details of immunization, allergy or medical examination of the child and of medical or dental need or treatment of the child.

23. Details of health examination or development test conducted with respect to the child or in connection with their school.

24. Details of medicines kept for the child in the institution, including any medicines which the child is permitted to take independently, and details of the administration of medicine on the child.

25. The dates on which money or valuables are deposited by or on behalf of a child for safekeeping and the dates on which such money is withdrawn, or on which such valuables are returned.

26. The address, and the type of establishment or accommodation, to which the child goes on ceasing to be accommodated in the institution . when he ceases to be committed to or placed in the institution.

27. Any other details relevant to the placement, reception and accommodation of the child in the institution.

Regulation 38

SEVENTH SCHEDULE

Other Records with Respect to Institutions

1. A record in the form of a register showing in respect of each child committed to or placed in the institution–

(a) full names, age and gender of the child in the care of the institution;

(b) the names, addresses and contact numbers of the parents or guardians, siblings and, if ascertainable, any other close relatives of each child;

(c) date of his committal to or placement in the institution;

(d) date on which he ceased to be committed to or placed in the institution;

(e) address prior to being committed to or placed in the institution;

(f) address on leaving the institution;

(g) his placing authority;

(h) the statutory provision under which he is committed to or placed in the institution.

2. A record showing in respect of each person working at the institution –

(a) full name;

(b) gender;

(c) date of birth;

(d) home address;

(e) qualifications relevant to, and experience of work involving children;

(f) whether he or she works at the home full-time or part-time (whether paid or not) and if part-time, the average number of hours worked per week; and

(g) whether he or she resides at the institution.

3. A record of any persons who reside or work at any time at the institution, who are not mentioned in the records kept in accordance with paragraph 1 or 2.

4. A journal to record any significant event that involves a child.

5. A record of all deaths and requisite documents, and accidents occurring in the institution, or to children whilst committed to or placed in the institution.

6. A record of the receipt, disposal and administration of any medicine to any child.

7. A log recording announced and unannounced evacuation and fire drills, specifying the following details:

(i) the date and time of the drill;

(ii) the time taken for complete muster;

(iii) the persons present, and the challenges observed during the drill; and

(iv) the recommendations to address these challenges.

8. A record of all money deposited by a child for safekeeping, together with date on which that money was withdrawn, or the date of its return.

9. A record of all valuables deposited by a child and the date of their return.

10. A record of all accounts kept in the institution.

11. A record of menus served.

12. A copy of the staff duty roster for persons working at the institution and a record of the actual rosters worked.

	<p>13. A daily programme of events occurring in the institution.</p> <p>14. A visitors' log specifying the following details:</p> <ul style="list-style-type: none">(i) the name and contact information of each visitor and the relationship between the visitor and the visited child;(ii) the date of the visit;(iii) the purpose of the visit;(iv) the length of the visit; and(v) such other information relating to the visit as the Manager considers necessary.
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