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1. BUSINESS MANAGEMENT

Forms Series 1-000 to 1-099: SPECIFIC FORMS FOR MANAGEMENT POLICIES:

- 04-1-000 Disability / Special Needs Monitoring Form
- 04-1-001 Disability Needs Assessment - *Inclusion Checklist*

Forms Series 1-100 to 1-199: GENERAL ADMINISTRATION:

- 04-1-100 Local Emergency Services
- 04-1-101 Register of Children, GPs & Keyworkers
- 04-1-102 List of Useful Addresses
- 04-1-103 Register of Suppliers & Contractors
- 04-1-104 Register of Competent Persons
- 04-1-105 Records Log
- 04-1-106 Log of Archived Records
- 04-1-107 Purchase Order
- 04-1-108 Opening a New Children's Home - *Letter Template*
- 04-1-109 Location & Community Risk Assessment
- 04-1-110 CCTV System - *Data Protection Checklist*
- 04-1-111 Log of Visits by External Authorities
- 04-1-112 Review of Publications & Standards
- 04-1-113 Policy Up-date Record (*for ISO 9001 Certification*)
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- 04-1-115 Data Breach Report

Forms Series 1-200 to 1-299: ORGANISATION, STAFFING & TRAINING:

- 04-1-200 Job Application
- 04-1-201 Interview Record
- 04-1-202 Job Applicant Reference Report
- 04-1-203 Reference Report - *Notice to Decline*
- 04-1-204 Job Applicant Summary
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- 04-1-207 Employee Verification Record
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- 04-1-209 Contract of Employment
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- 04-1-211 Staff Training Courses & Modules
- 04-1-212 Staff Policy Awareness
- 04-1-213 Appraisal of External Training Course
- 04-1-214 Staff Skill Mix Profile
- 04-1-215 Staff Performance Appraisal
- 04-1-216 Employee Supervision Record
- 04-1-217 Employee Portfolio
- 04-1-218 Staff Leave & Absence Record
- 04-1-219 Staff Holiday Entitlement Record
- 04-1-220 Staff Duty Rota
- 04-1-221 Employee Exit Interview
- 04-1-222 Holiday Request Form
- 04-1-223 *Working Time Regulations 1998* - Employee Opt-out Agreement

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Forms Series 1-300 to 1-399: EMPLOYEE SPECIFICATIONS:

- 04-1-300 Employee Specification (*master form*)
- 04-1-301 Employee Specification - *Home / Unit Manager*
- 04-1-302 Employee Specification - *Senior Residential Social Worker*
- 04-1-303 Employee Specification - *Residential Social Worker*
- 04-1-304 Employee Specification - *Activities Organiser*
- 04-1-305 Employee Specification - *Housekeeper / Domestic Staff*
- 04-1-306 Employee Specification - *Handyman*

2. COMPLIANCE MANAGEMENT

Forms Series 2-000 to 2-099: QUALITY MANAGEMENT:
(*The Children's Homes (England) Regulations 2015*):

- 04-2-000 Annual Plan of Audit of the 9 Quality Standards
- 04-2-001 Audit of the 9 Quality Standards

Forms Series 2-100 to 2-199: FEEDBACK ON SERVICE QUALITY:

- 04-2-100 Incident & Action Log
- 04-2-101 Children's / Young Person's Questionnaire
- 04-2-102 Visitor Questionnaire
- 04-2-103 Staff Questionnaire
- 04-2-104 Complaint Record
- 04-2-105 Complaints Log
- 04-2-106 Staff / Management Review Meetings (*Minutes & Action Plan structure*)

3. LOOKING AFTER THE CHILD / YOUNG PERSON

Forms Series 3-000 to 3-099: ASSESSMENT OF THE CHILD / YOUNG PERSON:

- 04-3-000 Enquiry for Child Placement
- 04-3-001 Enquiry Feedback
- 04-3-002 Child / Young Person - *Personal & Social Profile*
- 04-3-003 Baseline Assessment of Needs for Daily Living - *Child / Young Person*
- 04-3-004 Risk Assessment - *Child / Young Person* - Bathing & Showering
- 04-3-005 Risk Assessment - *Child / Young Person* - Lifting & Handling
- 04-3-006 Nutrition Risk Assessment
- 04-3-007 Child / Young Person's Religious & Cultural Requirements
- 04-3-008 Child / Young Person's Diet, Ethnicity & Religion - *Master Matrix*
- 04-3-009 Child's Consent to Care & Treatment
- 04-3-010 External Specialist Service Providers - *Master List of Agencies Used*
- 04-3-011 Privacy Notice – *GDPR*
- 04-3-012 Vulnerability Risk Assessment

Forms Series 3-100 to 3-199: ADMISSION TO THE HOME & CARE PLANNING:

- 04-3-100 Contract for Care of the Child
- 04-3-101 Admission Checklist
- 04-3-102 Record of Admission of a Child to the Home

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- 04-3-103 Register of a Child's Personal Property
- 04-3-104 Child's Valuables for Safe Keeping
- 04-3-105 Personal Care Plan - Child / Young Person
- 04-3-106 Child's Care Plan - *Additional Educational Needs*

Forms Series 3-200 to 3-299: CARE MANAGEMENT FOR THE CHILD / YOUNG PERSON:

- 04-3-200 Record of a Child's Medical Appointments
- 04-3-201 Record of GP Visits to Children
- 04-3-202 Daily Report of Child Care
- 04-3-203 Monthly Review of Child Care

Forms Series 3-300 to 3-399: MANAGEMENT OF MEDICINES:

- 04-3-300 Authorised Signature Log for Drugs
- 04-3-301 Assessment of a Child / Young Person for Self-Medication
- 04-3-302 Medication brought in by the Child upon Admission
- 04-3-303 Management of Service User Medication
- 04-3-304 Medicines Administration Record
- 04-3-305 Record of Disposal of Drugs & Medicines
- 04-3-306 Medication taken away by the Child upon Departure
- 04-3-307 Audit Schedule - *Medicines*
- 04-3-308 Staff Training - *Competency to Administer Medication to Service User*
- 04-3-309 Confirmation of Verbal Instruction - *Orders given by Medical Practitioners*
- 04-3-310 Service User Oral Self-Medication - *Declaration of Competency*
- 04-3-311 Consent to Administer Medication - *Child / Young Person*
- 04-3-312 Medication Error Report
- 04-3-313 Covert Medication - *Best Practice Record*
- 04-3-314 Covert Medication - *Administration Guidance from Community Pharmacist*
- 04-3-315 Covert Medication - *Review of Continued Need*
- 04-3-316 Pharmaceutical Refrigerator - *Daily Temperature Records*

Forms Series 3-400 to 3-499: NUTRITIONAL CARE & FOOD HYGIENE:

- 04-3-400 Nutritional Care - *Best Practice Guidelines*
- 04-3-401 Daily Menu Plan - *and Record of Cooking Temperatures*
- 04-3-402 Staff Training Plan - Summary & Record - *Food Handling Staff*
- 04-3-403 Staff Training Plan - *Food Handling Staff*
- 04-3-404 List of Catering Suppliers to the Home
- 04-3-405 List of Catering Contractors to the Home
- 04-3-406 Start-up & Closing Checks of Food Hygiene Standards - *Daily Records*
- 04-3-407 Start-up & Closing Checks of Food Hygiene Standards - *Problems & Action Taken*
- 04-3-408 4-Weekly Review of Food Hygiene Standards
- 04-3-409 Food Hygiene Audit - *Food Hygiene (England) Regulations 2006*
- 04-3-410 Temperature Records - *Refrigerators / Freezers / Chillers*
- 04-3-411 Temperature Probes - *Calibration Check*
- 04-3-412 Temperature Records - *Frozen Food Deliveries*
- 04-3-413 Food Allergies & Intolerances - *Summary Chart*
- 04-3-414 Food Dishes - *Allergen Content*
- 04-3-415 Food Allergens - *Catering Recipe Cards*
- 04-3-416 Diabetes Risk Assessment
- 04-3-417 Diabetes Care Plan
- 04-3-418 Risk Assessment - *Service User with Dysphagia*
- 04-3-419 Care Plan - *Service User with Dysphagia*

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04-3-420 Risk Assessment - *Choking* - Service User Eating & Drinking

Forms Series 3-500 to 3-599: SAFEGUARDING CHILDREN:

- 04-3-500 Assessment & Review of a Service User's Mental Capacity - *Mental Capacity Act 2005*
- 04-3-501 Assessment of a Service User's Mental Capacity - *Assessment for a Special Decision*
- 04-3-502 Risk Assessment - *Safeguarding the Child*
- 04-3-503 Deprivation of Liberty Safeguards - *Care Plan Guidance Checklist*
- 04-3-504 Anti-bullying Checklist
- 04-3-505 Bullying Report Form
- 04-3-506 Record of Restraint of a Child
- 04-3-507 Record of Missing Child
- 04-3-508 Best Interests Decision - *Mental Capacity Act, 2005*
- 04-3-509 Notification of Safeguarding Incident
- 04-3-510 Safeguarding Incident - *Staff On-going Risk Assessment*
- 04-3-511 Safeguarding the Child - *Domestic Violence Case History*
- 04-3-512 Risk Assessment - Child / Young Person - Financial Abuse
- 04-3-513 Child's Individual Account Record
- 04-3-514 Child's Total Balance Sheet
- 04-3-515 Radicalisation & Extremism - *Risk Assessment for Vulnerable Persons ("PREVENT")*
- 04-3-516 Record of Search of a Child's Room
- 04-3-517 Child Sexual Exploitation - *Management of Risk Indicators*
- 04-3-518 Child Sexual Exploitation - *Underlying Vulnerability Issues*
- 04-3-519 Missing Persons Information Record
- 04-3-520 Previous Missing Event Record
- 04-3-521 Missing Child Report

Forms Series 3-600 to 3-699: RECREATION & LEISURE:

- 04-3-600 Plan of Weekly Organised & Community Visits
- 04-3-601 Plan of Weekly Social Events
- 04-3-602 Checklist for Organised Excursions
- 04-3-603 Authorised Driver Record

Forms Series 3-700 to 3-799: LEAVING THE HOME & MOVING ON:

- 04-3-700 Child / Young Person's Discharge Plan
- 04-3-701 Record of a Child / Young Person's Temporary Absence from the Home
- 04-3-702 Transfer of a Child / Young Person to Hospital
- 04-3-703 Accompanied Holiday - *Checklist*

Forms Series 3-800 to 3-899: SPECIALISED FORMS - YOUNG PERSONS WITH MENTAL HEALTH DISORDERS:

- 04-3-800 Risk Assessment - *Young Person's Mental Health*
- 04-3-801 Risk Assessment - *Young Person's Self-Harm or Suicide Attempt*
- 04-3-802 Risk Assessment - *Tendency to Violence & Assault*
- 04-3-803 Assessment of Child / Young Person's Mental Health - *Depression*
- 04-3-804 Assessment of Child / Young Person's Mental Health - *Anxiety*
- 04-3-805 Assessment of Child / Young Person's Mental Health - *Bipolar Disorder (Manic Depression)*
- 04-3-806 Assessment of Child / Young Person's Mental Health - *Schizophrenia*
- 04-3-807 Discharge into the Community - *Meeting Mental Health Needs*
- 04-3-808 Alcohol & Drug Risk Assessment - *Service User Baseline Assessment*
- 04-3-809 Alcohol Dependence Questionnaire - *Service User Baseline Assessment*
- 04-3-810 Core Service User Care Plan - *Alcohol Detoxification*

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- 04-3-811 Alcohol Withdrawal - *Progress Assessment*
- 04-3-812 Service User Continuing Care / Aftercare Plan - *Following Discharge*

4. HEALTH & SAFETY MANAGEMENT

Forms Series 4-000 to 4-099: OCCUPATIONAL HEALTH & SAFETY:

- 04-4-000 Return-to-Work Health Questionnaire
- 04-4-001 Risk Assessment - *Pregnant Staff Member*
- 04-4-002 Record of Violent Incident
- 04-4-003 Risk Assessment - *VDU Workstations*
- 04-4-004 Risk Assessment - *Employee Work-related Stress*

Forms Series 4-100 to 4-199: FIRE SAFETY:

- 04-4-100 Fire Risk Assessment - *Risk Assessment Schedule*
- 04-4-101 Fire Risk Assessment - *Records of Findings & Action Plan*
- 04-4-102 Record of Fire Equipment Testing
- 04-4-103 Record of Fire Drills
- 04-4-104 Record of Emergency Lighting Tests
- 04-4-105 Fire Extinguisher Log

Forms Series 4-200 to 4-299: INFECTION CONTROL:

- 04-4-200 Cleaning Record - *Food Preparation & Serving Areas*
- 04-4-201 Cleaning Record - *Bathrooms & Toilets*
- 04-4-202 Cleaning Record - *Children's Rooms & Communal Living Areas*
- 04-4-203 Cleaning Record - *Fabrics & Soft Furnishings*
- 04-4-204 Cleaning Record - *Disinfection of Shower Heads*
- 04-4-205 Infection Control Checklist - *Personal Protective Clothing*
- 04-4-206 Infection Control Checklist - *Sharps Disposal*
- 04-4-207 Infection Control Checklist - *Children's Rooms*
- 04-4-208 Infection Control Checklist - *Bathrooms & Toilets*
- 04-4-209 Infection Control Checklist - *Laundry Facilities*
- 04-4-210 Infection Control Checklist - *Hoists*

Forms Series 4-300 to 4-399: MAINTENANCE OF PREMISES, UTILITIES & EQUIPMENT:

- 04-4-300 Register of Home Equipment & Installations
- 04-4-301 Register of Children's Personal Equipment
- 04-4-302 Risk Assessment - *Radiators*
- 04-4-303 Risk Assessment - *Vehicles used for Transporting Children*
- 04-4-304 Risk Assessment - *Hoists*
- 04-4-305 Risk Assessment - *Wheelchairs*
- 04-4-306 Portable Electrical Appliances - *Equipment Register*

Forms Series 4-400 to 4-499: ENVIRONMENTAL SAFETY & SECURITY:

- 04-4-400 Visitor Register
- 04-4-401 C.O.S.H.H. Register of Substances Used in the Home
- 04-4-402 Substance C.O.S.H.H. Assessment Record
- 04-4-403 Temperatures - *Hot Water Supply*
- 04-4-404 Temperatures - *Environmental Warmth*

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- 04-4-405 Emergency Kit ("Grab Bag") - *Checklist*
- 04-4-406 Carbon Monoxide Poisoning - *Environmental Risk Assessment*

Forms Series 4-500 to 4-599: ACCIDENTS & INJURIES:

- 04-4-500 Accident Record
- 04-4-501 Audit of Accidents & Incidents
- 04-4-502 Record of First Aid Training
- 04-4-503 Record of First Aid Treatment Given
- 04-4-504 Contents Check of First Aid Box
- 04-4-505 List of Qualified First Aiders