**Residential – Main File Content Sheet**

**Name of Young Person: DOB:**

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| **Section** | **Details** |
| SECTION 1 – GENERAL INFORMATION |
| **1.1** | PROFILE |
| **1.2** | BASIC INFORMATION SHEET |
| **1.3** | ADMISSIONS FORM |
| **1.4** | BIRTH CERTIFICATE  |
| **1.5** | IMPACT ASSESSMENT |
| **1.6** | CHRONOLOGY |
| SECTION 2 – LAC INFORMATION |
| **2.1** | LAC CARE PLAN |
| **2.2** | LAC PLACEMENT AGREEMENT |
| **2.3** | LAC REVIEW DOCUMENTS |
| **2.4** | LAC HEALTH ASSESSMENT PLAN |
| **2.5** | LAC PATHWAY PLAN / TRANSITIONAL ASSESSMENT |
| **SECTION 3 – PLANNING MEETINGS** |
| **3.1** | 72hr PLANNING MEETING |
| **3.2** | HEALTH PLANNING MEETINGS |
| **3.3** | EDUCATION PLANNING MEETINGS |
| **3.4** | TRANSITION PLANNING MEETINGS |
| **3.5** | FAMILY CONTACT PLANNING MEETINGS |
| **3.6** | CHILD PROTECTION PLANNING MEETINGS |
| **3.7** | Y.O.T PLANNING MEETINGS |
| **3.8** | OTHER PLANNING MEETINGS |
| **SECTION 4 - HEALTH** |
| **4.1** | MEDICAL CONSENT |
| **4.2** | MEDICATION ADMINISTRATION RECORDS |
| **4.3** | IMMUNISATION HISTORY |
| **4.4** | RECORD OF ACCIDENTS AND INJURIES |
| **4.5** | ANY MEDICAL REPORTS I.E. PSYCHIATRIST / PSYCHOLOGIST  |

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| **Section** | **Details** |
| **SECTION 5 - EDUCATION** |
| **5.1** | EDUCATION PROVISION AND CONTACT DETAILS |
| **5.2** | STATEMENT OF SPECIAL EDUCATIONAL NEEDS |
| **5.3** | PERSONAL EDUCATION PLAN (PEP) EHP |
| **5.4** | SCHOOL / COLLEGE REPORTS |
| **5.5** | ACHIEVEMENT CERTIFICATES |
| **SECTION 6 - RESIDENTIAL RECORDS** |
| **6.1** | COMPLAINTS & COMPLIMENTS AND OUTCOMES |
| **6.2** | BENEFIT INFORMATION / CORRESPONDENCE |
| **6.3** | RECORD OF ROOM SEARCH |
| **6.4** | INVENTORY OF Y.P. BELONGINGS |
| **6.5** | CORRESPONDENCE TO YOUNG PERSON |
| **6.6** | Misc RESIDENTIALL RECORDS (ie other correspondence) |
| **6.7** | BANK STATEMENTS AND DETAILS |
| **SECTION 7 - RESTRICTED ACCESS** |
| **TO INCLUDE ANY CONFIDENTIAL DOCUMENTS OR REPROTS INCLUDING COURT STATEMENTS** |
| **7.1** | OUTCOMES FROM SECTION 47 ENQUIRIES |
| **7.2** | CORE GROUP MEETINGS |
| **7.3** | CORE ASSESSMENTS |
| **7.4** | NOTIFICATIONS TO OFSTED |
| **7.5** | CONTACT / SUPERVISION / YOT / BAIL ORDRES |
| **7.6** | RESTRICTED INFORMATION |