Rules

RULES, DATED 24TH JULY, 1952, MADE BY THE MINISTRY OF HOME AFFAIRS UNDER PARAGRAPH 1 OF THE FOURTH SCHEDULE TO THE CHILDREN AND YOUNG PERSONS ACT (NORTHERN IRELAND), 1950.

1952. No. 132

The Ministry of Home Affairs by virtue of the powers conferred upon it by paragraph 1 of the Fourth Schedule to the Children and Young Persons Act (Northern Ireland), 1950, and of all other powers enabling it in that behalf, hereby makes the following Rules :—

1. These Rules may be cited as the Training School Rules (Northern Ireland), 1952.

2. These Rules shall come into operation on the 1st day of October, 1952.

3. In these Rules the following expressions have the meanings hereby respectively assigned to them, that is to say :—

" the Act " means the Children and Young Persons Act (Northern Ireland), 1950 ;

" the Ministry " means the Ministry of Home Affairs for Northern Ireland ;

" Fire Service " means in the area of the County Borough of Belfast the Belfast Fire Brigade and elsewhere in Northern Ireland the Northern Ireland Fire Authority ;

" school " means a training school approved by the Ministry under section one hundred and six of the Children and Young Persons Act (N.I.), 1950 ;

" Board of Management ", in relation to a training school established or taken over by a local authority, means the local authority, and, in relation to any other training school, other than those under Government ownership, means the persons for the time being having the management or control thereof ;

" Manager " means the person appointed by the Board of Management to take charge of the school ;

" Inspector " means any one of the Inspectors appointed by the Ministry of Home Affairs under section one hundred and thirty-six of the Children and Young Persons Act (N.I.), 1950.

Management

4. Two at least of the Board of Management of a boys' school shall be women, and two at least of the Board of Management of a girls' school shall be men.

5. The Board of Management shall appoint a finance committee and such other committees as they think necessary for the efficient management of the school. Any committee so appointed shall have such powers or duties as the Board of Management may determine.

6. The Board of Management shall appoint one of their number to be Chairman.

7. The Board of Management shall notify to the Ministry the names and addresses of their members and shall similarly notify any change due to death, retirement or other cause.

8. The Board of Management shall meet so far as practicable once a month at the school.

9. The Board of Management and any committee appointed by them shall keep minutes of their proceedings and these minutes shall be open to inspection by an Inspector of the Ministry.

10.—(1) The Board of Management shall maintain an efficient standard throughout the school and for this purpose they shall take into consideration any report which may be communicated to them by or on behalf of the Ministry.

(2) It shall be the duty of the Board of Management to ensure that the condition of the school and the training, welfare and education of the boys and girls under their care are satisfactory, and for this purpose they shall pay frequent visits to the school.

(3) The school shall be visited at least once a month by at least one member of the Board of Management, who shall satisfy himself regarding the care of the boys or girls and the state of the school, and shall enter his conclusions in the Log Book or other convenient record kept at the school.

(4) The Board of Management shall exercise an effective control over all expenditure.

11. The name of the school shall be chosen by the Board of Management subject to the approval of the Ministry.

Accommodation

12.—(1) The number of boys or girls resident in a school at any time, whether sent under the provisions of the Act or not, shall not exceed such number as may be fixed for that school from time to time by the Ministry.

(2) Except with the special authority of the Ministry the Board of Management shall not receive or retain in the school any boy or girl otherwise than in accordance with the classification of the school as determined by the Ministry in pursuance of sub-section (1) of section one hundred and nine of the Act.

Stores Accounting and Stocktaking

13.—(1) The Board of Management shall arrange for the introduction of a system of stores accounting to ensure that adequate control is exercised over the various supplies of materials, equipment and other stores purchased for use at the school.

(2) Arrangements shall be made by the Board of Management for a complete stocktaking to be held at the school not later than 31st March each year, and for a copy of the stocktaker's report to be furnished to the Ministry.

Fire Precautions

14. The Board of Management shall —

(*a*) obtain the advice of the Fire Service before opening a new Training School or making any structural alterations to an existing school ;

(*b*) arrange for the periodic inspection of the school by the Fire Service ;

(*c*) ensure that fire drills are carried out at regular intervals so that the staff and the pupils are well versed in the procedure for saving life in case of fire ;

(*d*) arrange for a report to be sent to the Ministry forthwith in the event of an outbreak of fire in the school.

Appointment of Staff

15.—(1) The Board of Management shall be responsible for the appointment, suspension or dismissal of the staff of the school : provided that no person shall be appointed to the staff of the school without the Ministry's approval.

(2) Any vacancy for a manager shall be advertised unless the Board of Management obtains the consent of the Ministry to dispense with this requirement.

16. The manager, deputy manager, matron, teachers and instructors shall be employed under a written agreement, or, in the case of a local authority school, under a minute of the local authority.

17. Except with the consent of the Ministry no member of the staff shall be retained after he has reached the age of 65 years.

18. In every school, not being a local authority school, the Board of Management shall cause to be given to every member of the staff who is not eligible for superannuation under the Teachers' Superannuation Acts immediately on his or her appointment a copy of the superannuation scheme approved by the Ministry, and shall take such steps as are necessary to allow any eligible member to enter the scheme.

Manager

19.—(1) The manager shall be responsible to the Board of Management for the efficient conduct of the school.

(2) He shall keep a Register of Admissions and Discharges in which shall be recorded all admissions, licences, revocations of licences, recalls, releases and discharges ; a Log Book in which shall be entered every event of importance connected with the school ; a Daily Register of the presence or absence of each boy or girl ; and a Punishment Book. These shall be available for inspection by the Board of Management at all times. The Log Book shall be laid before the Board of Management at each of their meetings and shall be signed by the chairman.

(3) The manager shall not incur any expenditure, other than petty expenditure within a limit approved by the Board of Management, without their previous sanction or that of a member of the Board authorised to act on their behalf.

20. The manager, with the approval of the Board of Management, shall determine the duties of the other members of the staff. These duties may include duties connected with the supervision of the boys or girls in the school, their recreation and their after-care.

21. The manager shall obtain the authority of the Board of Management and shall also notify the Ministry before leaving the school for more than two days.

22.—(1) Where there is no deputy manager the Board of Management shall appoint in writing the principal teacher or other experienced member of the staff to exercise the functions of the manager during the manager's absence and shall communicate to the Ministry the name of the person so appointed.

(2) The deputy manager (or, as the case may be, the person appointed under paragraph (1) of this Rule) shall exercise the functions of the manager during the manager's absence and such of these Rules as relate to the powers and duties of the manager shall apply accordingly.

23. As soon as practicable after the admission of a boy or girl the manager shall inform the parent or guardian of his or her arrival.

Care of Boys and Girls

24. Each pupil shall be provided with a separate bed and shall be kept supplied with suitable clothing similar to that worn in ordinary life.

25.—(1) Sufficient and varied food, based on a dietary scale to be drawn up by the Board of Management after consultation with the manager and medical officer, shall be provided. The dietary scale shall include a list of dishes and a table of quantities to be supplied to each pupil.

(2) The dietary scale shall be subject to the approval of the Ministry, and, except as provided for by Rule 39 (*c*), no substantial

alteration shall be made in it without the Ministry's approval. A copy shall be kept posted in the school dining-room.

School Routine

26.—(1) The daily routine of the school (including the hours of rising, school-room instruction and practical training, domestic work, meals, recreation and retiring) shall be in accordance with a scheme drawn up by the Board of Management and approved by the Ministry.

(2) A copy of the daily routine shall be kept posted in some conspicuous place in the school.

(3) Any substantial deviation from the daily routine shall be entered in the Log Book and a notification shall be sent forthwith to the Ministry.

Education

27.—(1) The education of the pupils in the school shall be based on the principles of the Education Act (Northern Ireland), 1947, so as to secure efficient full-time primary or secondary education suitable to the age, ability and aptitude of each individual boy or girl while of compulsory school age and his or her further education thereafter as long as he or she remains in the school.

(2) The school-room time-table and syllabus shall be subject to the approval of the Ministry and a copy of the time-table shall be kept posted in the school-room.

28.—(1) The practical training of all pupils shall be in accordance with a scheme drawn up by the Board of Management and approved by the Ministry. Any substantial deviation from the scheme shall be recorded in the Log Book and a notification shall be sent forthwith to the Ministry.

(2) The practical training given to pupils over compulsory school age shall so far as practicable be directed to their preparation for a particular form of employment; regard shall be had to the capacity and preference of each pupil and in all suitable cases the parent or guardian shall be consulted.

29. The attendance of pupils at classes within the school (including classes of practical training) shall be recorded in registers kept for that purpose, and a separate register shall be maintained for each class.

Employment

30. No pupil shall be employed in such a way as to impair his or her capacity for profiting by instruction or to deprive him or her of reasonable recreation and leisure. Children under 12 shall not be employed except in light work such as making their own beds or cleaning their own boots or shoes.