Ready2Comply

REGISTRATION DOCUMENT · CHILDREN'S HOMES

Children's Guide Template

Editable Word template
built around Regs 2(1) and 7(2)

- Main guide written for children
- Easy-read version with picture boxes
- Manager guidance and contents checklist
- Complaints, advocacy, Help at Hand, Ofsted
- Explanation and review records

Required with your Ofsted SC1 application



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Children's Guide Template

What's in the full version

- **Manager guidance**
- **Main children's guide**
- **Easy-read guide**
- **Contacts table**
- **Record of explaining the guide to each child, and a review record for asking children before you change the guide.**

Pages in this sample

– Childrens Guide Template (first page)
– Childrens Guide Template (page 2)

Children's Guide

A welcome guide for children: main version, easy-read version and manager guidance

DOCUMENT CONTROL

Organisation	[Organisation name]
Home	[Home name and address]
Setting type	Children's home (England)
Document title	Children's guide
Version	[1.0]
Approved by	[Name and role — Registered Manager / Responsible Individual]
Date approved	[DD/MM/YYYY]
Next review date	[DD/MM/YYYY — at least annually, and after any significant change]
Children consulted on this version	[Date, and how — e.g. house meeting, key work, survey]
Formats available	[Main / easy-read / large print / audio / video / other languages]
Day-to-day owner	[Registered Manager — name]
Related documents	[Statement of purpose]; [Complaints and representations procedure]; [Safeguarding and child protection policy]; [Positive behaviour support policy]; [Missing from care policy]

How to use this template: This is an editable template, not a finished document, and it is not legal advice. Replace every item in [square brackets] with your own details. Part 1 is guidance for the manager and is not given to children. Part 2 is the main guide and Part 3 is an easy-read version for younger children and children who find reading hard. Replace the example wording with what really happens in your home, add photos of the home and staff (with their agreement), and read it with each child rather than handing it over. Have the registered person approve it before use. Delete every shaded guidance box (including this one) before you issue it. The Sources section at the end lists the public materials this template was written from, which were checked in November 2026. Always confirm that those materials are still current before you rely on them.

What's in this guide

- Part 1 Manager guidance: what the guide must contain and how to use it
- Part 2 The children's guide (main version)
- Part 3 Easy-read guide
- Appendix A Record of explaining the guide to a child
- Appendix B Review record: asking children before we change the guide
- Sources used in preparing this template

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PART 1 · FOR THE MANAGER

Manager guidance

What the law and the Guide say, a contents checklist and tips on accessibility. Do not give this part to children.

1 What the law and guidance say

- **What it is.** Regulation 2(1) of the Children's Homes (England) Regulations 2015 defines the children's guide as a document produced by the registered person that explains, in a form appropriate to the age, needs and understanding of children: (a) what each child can expect of and from the home's care; (b) the support each child is entitled to; (c) how to make a complaint about the home or someone in it; and (d) how to access advocacy support.
- **When children get it.** Each child must have access to the guide and the complaints procedure when their placement is agreed and throughout their stay (regulation 7(2)(b)(ii)). Staff must explain the guide, how to complain and what advocacy is available as soon as reasonably practicable after the child arrives (regulation 7(2)(d)).
- **Reviewing it.** Keep the guide under review and ask children for their comments before you revise it (regulation 7(2)(c)). Keep it in an accessible manner; it may be electronic (regulation 38(b)).
- **The Guide.** Paragraphs 4.21 to 4.23 of the Guide to the Children's Homes Regulations say the guide should be available when the placement is agreed (or on arrival in an emergency), age appropriate, accessible and explained to each child. It should help children understand daily routines, the statement of purpose, how to complain, how to get advocacy, and how to contact the Office of the Children's Commissioner. Review it when you review the statement of purpose, and explain any changes to children.
- **Registration.** Ofsted will not accept an SC1 application without a guide for children. Ofsted says to keep the reader's level of understanding in mind: the words, pictures and level of detail should help every child understand the important things about the home and what they can do if they think something is not right.

2 Contents checklist

Tick each item before you submit the guide or give it to a child.

✓	Must cover	Where in this template	Source
☐	What children can expect of and from the home's care	Sections 2, 4, 5	Reg 2(1)(a)
☐	The support each child is entitled to	Section 7	Reg 2(1)(b)
☐	How to make a complaint about the home or someone in it	Section 11	Reg 2(1)(c); reg 39
☐	How to get advocacy support, and any entitlement to an independent advocate	Sections 7, 11, 13	Reg 2(1)(d); reg 7(2)(d)(iii); Guide 4.16–4.18
☐	Day-to-day routines ("what happens in the home")	Section 6	Guide 4.22
☐	What the statement of purpose says, in child-friendly words	Section 2	Guide 4.22
☐	How to contact the Office of the Children's Commissioner (Help at Hand)	Sections 12, 13	Guide 4.19 and 4.22

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