

FOR OFFICIAL USE.

STATUTORY RULES AND ORDERS

OTHER THAN THOSE OF A LOCAL, PERSONAL, OR
TEMPORARY CHARACTER,

ISSUED IN THE

YEAR 1913;

WITH

**List of Statutory Orders of a Local Character
arranged in Classes,**

AN APPENDIX OF CERTAIN ORDERS IN COUNCIL, &c.
ISSUED UNDER THE ROYAL PREROGATIVE,

AND

I N D E X .

Published by Authority.



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2. Institutions.

THE POOR LAW INSTITUTIONS ORDER, 1913. DATED DECEMBER 30, 1913.*

1913. No. 1345.

61,567.

To the Guardians of the Poor of the several Poor Law Unions for the time being in England and Wales;—
And to all others whom it may concern.

Whereas by various Orders, both general and special, issued from time to time by the Poor Law Commissioners, the Poor Law Board, and the Local Government Board, provision has been made for the management of the institutions provided by Boards of Guardians or by Joint Committees of two or more Boards of Guardians, and the said Orders include the Orders mentioned in Column 1 of Schedule C. to this Order;

And whereas it is expedient that such further provision as is hereinafter contained with regard to the management of the said institutions be made:

Now therefore, We, the Local Government Board, do hereby Rescind so much of the General Orders mentioned in Column 1 of Schedule C. to this Order as is specified in Column 2 of that Schedule (except as regards any institution to which this Order does not apply), and (except as aforesaid) so much of any other Orders issued by the Poor Law Commissioners, by the Poor Law Board, or by Us, as is to the same effect or relates to the same subject-matter as any provision contained in the specified part of the said General Orders.

And We do further Order that the Regulations hereinafter contained shall, except so far as We otherwise Direct, apply and have effect in relation to every institution provided by a Board of Guardians or by a Joint Committee of two or more Boards of Guardians:

Provided always that nothing contained in this Order shall

- (1) apply to a separate institution which is provided wholly for the reception and maintenance of
 - (a) children; or
 - (b) persons suffering from disease of body or mind;
 or
- (2) affect the operation of any Order relating to an institution, such as is referred to in paragraph (1) of this proviso; or
- (3) alter or otherwise affect the existing Regulation with regard to the relief of destitute wayfarers and wanderers.

* See also "The Poor Law Institutions (Nursing) Order, 1913,"

Article 1.—In this Order, unless the contrary intention appears,—

- (1) the following expressions have respectively the meanings set forth in this subdivision:—

“The Board” means the Local Government Board;

“The Guardians” means a Board of Guardians elected under the Poor Law Amendment Act, 1834,* and the Acts amending the same, and includes a Board of Guardians or other body of persons performing under a Local Act the like functions to a Board of Guardians under the Poor Law Amendment Act, 1834, and a Joint Committee of two or more Boards of Guardians;

“The Master” means the officer in principal charge of the institution, and includes, during the absence or inability to act of that officer, the Matron, except so far as the Guardians appoint some other officer to discharge any duties of the Master, in which case it shall to that extent include that other officer;

“Child” means an inmate of the institution between the ages of three and sixteen years;

“Infant” means an inmate of the institution under the age of three years;

“The Sick Wards” means the wards provided for the reception and maintenance of sick inmates of the institution, and includes maternity wards; and

- (2) Words importing the masculine gender include females, and words in the singular include the plural, and words in the plural include the singular.

PART I.

MANAGEMENT OF THE INSTITUTION.

Article 2.—The institution shall, if more than one institution has been provided by the Guardians for the reception and maintenance of poor persons, be appropriated to the reception and maintenance of such a class or classes of inmates as the Board approve or direct.

Article 3.—Where—

- (i) the institution is in pursuance of Article 2 appropriated to the reception and maintenance of a particular class or particular classes of inmates, or
- (ii) the Board declare that the institution or a ward of the institution shall be appropriated to the reception and maintenance of a particular class or particular classes of inmates, or

* 4-5 W. 4, c. 76.

(iii) the Board fix the number of inmates, or of a particular class of inmates, to be accommodated in the institution, or in a ward of the institution, and the Guardians find it necessary in any special circumstances to admit inmates of another class, or in excess of the number so fixed, the Clerk to the Guardians shall forthwith report the facts, and the reason for the Guardians' action, to the Board.

ARTICLE 4.—After the Thirty-first day of March, One thousand nine hundred and fifteen, a child shall not be retained in the institution for a period exceeding six weeks, unless

- (i) the child is an inmate of the sick wards; or
- (ii) the Medical Officer certifies in writing that, for medical reasons, the child should be so retained, or that, on account of an outbreak of infectious disease in the institution, or in the institution to which the child would have been sent by the Guardians, the transfer of the child should be postponed.

Admission of Inmates.

Article 5.—(1) A person shall be admitted to the institution as an inmate only in one of the following ways, that is to say—

- (a) by an order of the Guardians, signed by the Clerk and dated not more than six days before the date of admission;
- (b) by an order signed by a Relieving Officer or an Overseer, and dated not more than six days before the date of admission; or
- (c) by the Master, without any order, in any case of sudden or urgent necessity, or in any case in which a person is
 - (i) admitted in pursuance of any enactment, or
 - (ii) duly transferred from another institution, or
 - (iii) brought to the institution under an order of removal.

(2) If in any case the Master refuses to admit a person to the institution as an inmate, he shall report his action and the grounds thereof to the Guardians at their next ordinary meeting.

Article 6.—In every case in which an inmate is admitted without an order of the Guardians, the Guardians shall, at their next ordinary meeting, decide, subject to the Regulations for the time being in force with respect to relief, and to any statutory provision affecting the case, whether relief shall be continued, and, if so, in what form, and shall make an order accordingly.

Article 7.—An inmate shall immediately on his admission be placed in a receiving ward, and shall, as soon as practicable, be examined by the Medical Officer. The Medical Officer shall thereupon record, in a book to be kept for that purpose, the facts as to the physical and mental condition of the inmate and as to his fitness for employment.

Article 8.—An inmate found at the examination hereinbefore prescribed to be suffering from any disease of body or mind, or deemed likely to develop or cause infectious disease, shall as soon

as practicable be transferred on the written advice of the Medical Officer to the ward or institution appropriate for his treatment or isolation, whether the same has been provided by the Guardians or has been provided by another authority and is available for his reception.

In any other case the inmate shall immediately after his examination by the Medical Officer be placed in the ward or institution provided for inmates of the class to which he belongs :

Provided that

- (1) Nothing in this Article shall be deemed to prohibit the Guardians from directing that inmates of any particular class shall, immediately after examination by the Medical Officer, be placed in suitable wards for a probationary period; and
- (2) In any case of urgency, in which the Medical Officer is unable to examine an inmate immediately on his admission, the Master may, notwithstanding anything contained in this or the preceding Article, direct that the inmate shall at once be placed in a ward appropriate for his care and treatment. The Master shall forthwith inform the Medical Officer of the facts of the case and of the action taken.

Article 9.—(1) Every inmate shall, immediately on his admission, be searched in accordance with Regulations made in pursuance of Article 47, and any articles found upon him which are prohibited by Act of Parliament, by Order of the Board, or by regulations made by the Guardians, shall be taken from him.

(2) Except in a case of urgency dealt with under the second proviso to Article 8, every inmate shall, before being sent to the ward to which he is assigned, be bathed and thoroughly cleansed, unless the Medical Officer otherwise directs, and shall be suitably clothed in garments provided by the Guardians.

(3) The clothes worn by the inmate at the time of his admission, and any articles taken from him when he was searched, shall (except in so far as it may be proper that they should be destroyed), be cleansed, and, if necessary, disinfected, and be duly labelled and deposited in a suitable place, and be restored to the inmate on his discharge. A record shall be kept of the clothes and articles so deposited. If the inmate's own clothes are not restored to him on his discharge he shall be provided by the Guardians with suitable and sufficient clothing.

Classification within the Institution.

Article 10.—(1) The Guardians shall form classes of the inmates, having regard especially to considerations of age, character and behaviour, and shall assign to each class so formed suitable and separate accommodation :

Provided that

- (a) Males and females above the age of eight years shall not be included in the same class, and, except in the sick wards, children shall not be included in the same class with other inmates;

Dietary—General Provisions.

Article 11.—The dietary of the inmates, other than the inmates of the sick wards and lunatic wards and the infants, shall be in accordance with Dietary Tables in the Form 1 (in Schedule B.) made in the manner prescribed by the Regulations contained in Schedule A. :

Provided that

(1) The Medical Officer may at any time certify that he deems a temporary change of dietary essential to the health of the inmates or of any class or classes of the inmates, and the Guardians may thereupon resolve that notwithstanding anything contained in the Dietary Tables, the dietary of the inmates referred to in the certificate shall be altered for a period stated in the resolution and not exceeding one calendar month. In such a case the dietary of the inmates shall be varied in accordance with the resolution. A copy of the certificate shall be entered in the minutes of the Guardians, and a further copy shall, together with a copy of any resolution in the matter, be forwarded to the Board;

(2) The Medical Officer may direct in the Form 2 that the diet of an individual inmate shall be varied for a stated period not exceeding one calendar month;

In the case of—

- (i) an inmate of unsound mind, or
- (ii) an inmate who is pregnant, or has recently been confined, or is suckling an infant,

the direction of the Medical Officer shall have effect for the period so stated, and in every other case the direction shall have effect until the next meeting of the House Committee, and if the House Committee then approve, the direction shall have effect for the whole period so stated; and

(3) If an inmate is unable on any day to eat the prescribed dinner ration, the Master may issue to him, as an alternative, one of the rations specified in Part IV. of Schedule A. In each such case the Master shall record his action in the Form 3.

Article 12.—Fermented or spirituous liquors shall not be allowed to any inmate except in pursuance of an order made by the Guardians after considering a special recommendation made by the Medical Officer on the ground that the allowance is necessary for the health of the inmate, or for a period of more than twenty-eight days. The recommendation, together with a statement of the medical reasons rendering the allowance necessary, shall be entered in a book to be called "the Alcohol Book," in the Form 4 :

Provided that nothing in this Article shall apply to the allowance of fermented or spirituous liquors to inmates of the sick wards or lunatic wards.

(b) In forming classes to include infants, or persons who are infirm or suffering from disease of body or mind, or women who are pregnant, or have recently been confined, or are suckling infants, and in assigning accommodation to those classes, the Guardians shall have regard to recommendations to be obtained in writing from the Medical Officer; and

(c) The Guardians shall comply with any directions from time to time given by the Board in regard to the classification of the inmates.

(2)—(a) The Guardians shall make all necessary regulations with regard to the transfer of inmates from one class to another as occasion may arise.

(b) The regulations made under paragraph (a) of this subdivision shall provide for the re-examination of the inmates by the Medical Officer at such times as may be necessary, or of any inmate at his own request, and for the record of the result of the re-examination in the book kept in pursuance of Article 7.

(3) Subject as hereinafter provided, an inmate shall not be allowed to enter premises allotted to inmates of a class other than that to which he belongs; but

(a) the Guardians may direct—

(i) that for the purposes of divine service, or of attendance at meals, or similar special purposes, two or more classes of inmates may be present together at the same time; or

(ii) that an inmate shall, for special reasons and on the written advice of the Medical Officer, be placed in premises set apart for the reception of inmates of another class;

(b) the Master may, subject to the Regulations contained in Article 31, direct that an inmate shall be employed in premises set apart for the reception of inmates of another class;

(c) the father and mother of an infant or child who is an inmate of the same institution shall, unless the Medical Officer otherwise directs, be allowed to have access at least daily to the infant or child; and

(d) an inmate shall be allowed, subject to any regulations made by the Guardians, to see at reasonable intervals any members of his family who are maintained in any institution provided by the Guardians.

(4) Nothing in this Article shall affect the right of a married couple above the age of sixty to live together, or the power of the Guardians to allow a married couple, one of whom is infirm, sick or disabled by any injury or above the age of sixty, to live together :

Provided that the Guardians shall appropriate a separate sleeping apartment to the use of each married couple so living together.

Article 13.—On Christmas Day, or on some other day near thereto and selected in lieu thereof by the Guardians, the Guardians may suspend the Dietary Tables and give special directions for the dieting of the inmates.

Article 14.—The Master shall on request of any inmate weigh or measure, in the presence of the inmate and of two other persons, the rations served to the inmate at any meal.

Article 15.—If, at the date of the operation of this Order, Dietary Tables made in accordance with the provisions of the Workhouse Regulation (Dietaries and Accounts) Order, 1900,* are in force in the institution, the dietary of the inmates shall be in accordance with those Tables, until fresh Tables are made under this Order.

Sick Wards, Lunatic Wards, and Nurseries.

Article 16.—(1) In respect of each inmate of the sick wards or lunatic wards and of each infant under the age of eighteen months there shall be entered upon a Record-paper, in the Form 5, the Form 6, or the Form 7, as may be appropriate, the particulars indicated by the Form. Entries relating to the medical history, diet, treatment or termination of the case shall not be made except by the Medical Officer or Assistant Medical Officer for the time being in attendance upon the inmate to whom the Record-paper relates:

Provided that where a maternity case is attended by a midwife the midwife shall make entries on the Record-paper in respect of any treatment actually given by her. Any such entries shall be shown to the Medical Officer on his next visit, and shall then be initialled by him.

(2) Where there is an Assistant Medical Officer, all the Record-papers in use shall be examined and initialled by the Medical Officer not less often than once in three months.

(3) The Record-paper in respect of every inmate who is discharged from medical care or dies shall be examined and initialled by the Medical Officer as soon as practicable after the discharge or death, and shall thereupon be delivered to the custody of the Master.

Article 17.—The Record-paper, or, if the Medical Officer so directs, a Bed-card in the Form 8, shall, in the case of an inmate of the sick wards, be affixed near the bed of the inmate.

Article 18.—The Matron, or in the case of an inmate of a lunatic ward or an infant, such officer as the Guardians appoint shall

(1) where a Bed-card is in use, cause correct copies of the entries relating to the diet of the patient made by the Medical Officer or Assistant Medical Officer upon the Record-paper to be immediately entered on the Bed-card; and

(2) subject to the provisions of Article 17, make suitable arrangements for the custody of the Record-papers in use.

Article 19.—(1) An inmate of the sick wards or of the lunatic wards shall, subject to the provisions contained in subdivision (4)

of this Article, receive, as the Medical Officer or Assistant Medical Officer may direct, either the Dietary for Infirm Inmates or the Special Dietary for those inmates mentioned in Schedule A, or one of such dietaries as the Medical Officer may with a due regard to the Regulations contained in Schedule A have prescribed in the Form 9, together with such extras as the Medical Officer or Assistant Medical Officer may in any case direct.

(2) The Medical Officer shall in like manner prescribe in the said Form dietaries for the infants above the age of eighteen months, and the Medical Officer or an Assistant Medical Officer shall also prescribe such extras as may in the case of a particular infant be necessary.

(3) Notwithstanding anything contained in the preceding paragraphs the Medical Officer or Assistant Medical Officer may if he thinks fit prescribe in writing a special diet for any individual inmate of the said wards or any infant.

(4) An infant in arms whose mother is in the institution shall, so far as may be practicable and proper, be suckled by the mother, and such an infant shall not be weaned except on a written direction of the Medical Officer or Assistant Medical Officer. The Medical Officer or Assistant Medical Officer shall enter on the Record-paper all necessary directions in regard to the feeding of each infant under the age of eighteen months.

(5) An entry upon a Record-paper by the Medical Officer or Assistant Medical Officer prescribing diet or extras, shall not be deemed to authorise the supply of the diet and extras mentioned therein for a period exceeding one calendar month:

Provided that such an entry shall not authorise the supply of fermented or spirituous liquor for a period exceeding eight days.

Article 20.—(1) A statement in the Form 10, showing the diet and extras required for the inmates of each ward containing inmates dieted in pursuance of Article 19, and signed by the nurse or other officer in charge of the ward, or by such other officer as the Guardians appoint, shall be furnished daily to the Master, and the Master shall supply the articles mentioned in the statement.

(2) When more than one statement is furnished in respect of one day, the Master shall prepare in the Form 11 a summary of those statements for that day.

Article 21.—Where provisions or fermented or spirituous liquors, the supply of which is not authorised by an entry on the Record-paper, are urgently required by an inmate of a sick ward or lunatic ward, or by an infant, they shall be furnished on a Requisition in the Form 12, made by the Medical Officer, or Assistant Medical Officer, or, in their absence, by the nurse or other officer in charge of the inmate. The counterfoil of any Requisition made in the absence of the Medical Officer shall be shown to him on his next visit by the nurse or other officer in charge of the inmate. The Medical Officer shall then initial the counterfoil and make any comment thereon which he may think fit.

Article 22.—The Medical Officer shall draw up a code of instructions with regard to the bathing and cleansing of the inmates of the sick wards, and lunatic wards and the infants, and shall also

enter on the Record-paper such directions as he may think necessary in regard to the bathing or cleansing of any particular inmate.

Article 23.—Every case in which a lunatic or alleged lunatic is placed in a padded room or otherwise compulsorily secluded shall be recorded in a book in the Form 13, which may be included in the Register of Mechanical Restraint, and the book shall be produced to every Commissioner in Lunacy inspecting the institution.

Article 24.—Every infant under the age of eighteen months shall be examined by the Medical Officer or Assistant Medical Officer not less often than once in every two weeks.

Education and Religious Instruction and Assistance.

Article 25.—The Guardians shall take such steps as may be necessary to ensure that any child in the institution shall receive religious and other instruction suited to his age and capacity.

Article 26.—A Minister who may enter the institution for the purpose of imparting religious instruction or affording religious assistance to an inmate shall avoid any interference with the good order and discipline of the institution and any disturbance of the inmates of the sick wards.

Article 27.—Prayers shall be read every morning and evening and (unless the Guardians otherwise direct) divine service shall be performed in the institution every Sunday, Good Friday and Christmas Day. All the inmates, except the sick, persons too infirm to do so, persons of unsound mind, infants and young children, and those exempt from attendance under the provisions of any statute for the time being in force, shall attend both prayers and divine service.

Article 28.—The Register of the religious creed of the inmates shall be in the Form 14, and shall contain the particulars indicated by the headings of the columns in that Form.

Discharge and Leave of Absence.

Article 29.—(1) Subject to the provisions of any enactment in that behalf, an inmate may discharge himself from the institution upon giving reasonable notice to the Master of his wish to do so.

(2) Unless the Guardians (subject to the requirements of the Relief Regulation Order, 1911*) otherwise direct, all the family of the inmate shall be discharged with him:

Provided that where a member of the family of the inmate requires relief on account of sickness, accident, or bodily or mental infirmity, the Master may, subject to any directions given by the Guardians, permit that member to remain in the institution after the discharge of the head of the family, and shall in that case report his action to the Guardians at their next meeting.

(3) Where an inmate of the sick wards gives notice of his intention to discharge himself, the Master shall forthwith cause the Medical Officer to be informed.

Article 30.—An inmate of the institution may, subject to any regulations made in pursuance of Article 47, be allowed temporary leave of absence therefrom by the Master.

Discipline.

Article 31.—The inmates shall, subject to any directions given on grounds of health or physical or mental capacity by the Medical Officer, be kept employed according to their capacity and ability, and, except so far as is otherwise provided in this Order, shall not receive any allowance or other compensation in respect of their labour:

Provided that

- (1) only necessary work shall be performed by the inmates on Sunday, Good Friday, and Christmas Day;
- (2) an inmate who is pregnant, or has recently been confined, or is suckling an infant shall only be employed at work which has been approved by the Medical Officer as being suitable for her and for such hours as the Medical Officer advises;
- (3) An inmate shall not, unless approved for the particular employment by the Medical Officer and acting under the immediate supervision of a paid officer, be employed in any capacity in the sick wards, lunatic wards, or nurseries, and shall not in any circumstances be employed in nursing a sick inmate; and
- (4) An inmate shall not be employed on any work which in the opinion of the Medical Officer would be injurious to his health.

Article 32.—An inmate who shall neglect to observe any Regulation in this Order; or shall

make any noise when silence is ordered to be kept; or use obscene or profane language; or by word or deed insult or revile any person; or threaten or attempt to strike or otherwise assault any person;

or

fail duly to cleanse himself; or refuse or neglect to work, after having been required to do so; or

pretend sickness; or

enter, or attempt to enter, without permission, premises other than those appropriated to the class of inmates to which he belongs; or

climb over any fence or boundary wall surrounding any portion of the institution, or attempt to leave the institution otherwise than through the ordinary exit; or

misbehave, when going to, at, or returning from public worship outside the institution, or at divine service or prayers within the institution; or

having received temporary leave of absence, return to the institution after the appointed time, without reasonable cause for the delay; or

wilfully disobey any lawful order of any officer of the institution or any regulation lawfully made by the Guardians;

shall be deemed disorderly.

Article 33.—An inmate who shall, within seven days, repeat any one, or commit more than one, of the offences, specified in Article 32; or who shall

by word or deed insult or revile any officer of the institution or any of the Guardians; or wilfully disobey any lawful order of the Master or Matron after such order shall have been repeated; or unlawfully strike or otherwise assault any person; or wilfully or mischievously damage or soil any property whatsoever belonging to the Guardians; or wilfully waste or spoil any provisions, stock, tools, or materials for work, belonging to the Guardians; or be drunk; or act or write indecently or obscenely; or wilfully disturb other persons at public worship outside the institution, or at divine service or prayers within the institution;

shall be deemed refractory.

Article 34.—The Master may, subject to any regulations made in pursuance of Article 47, punish a disorderly inmate either by withholding from him, pending the further direction of the Guardians, any privilege which he may have been allowed to enjoy, or by substituting, during a time not greater than forty-eight hours, for his dinner, as prescribed by the Dietary Tables, a meal consisting of one of the rations specified in Part V. of Schedule A, or by both of these punishments.

Article 35.—The Guardians may, by a special direction to be entered on their minutes, order a refractory inmate to be punished by confinement in a separate room, with or without an alteration of diet, similar in kind and duration to that permitted by Article 34 for a disorderly inmate; but an inmate shall not be so confined for a longer period than twenty-four hours, or, if it be deemed right that the inmate shall be taken before a Justice of the Peace, for such longer period as may be necessary for that purpose.

Article 36.—If any offence, whereby an inmate becomes refractory, is accompanied by any of the following circumstances of aggravation; that is to say, if the inmate persists in—

using violence against any person; or creating a noise or disturbance so as to annoy other inmates; or acting indecently or obscenely in the presence of any other inmate; or mischievously breaking or damaging any goods or property of the Guardians; or endeavouring to incite other inmates to acts of insubordination;

the Master may, without any direction of the Guardians, immediately place the inmate in confinement for any time not exceeding twelve hours. Any confinement so ordered by the Master shall be reckoned as part of any punishment afterwards imposed by the Guardians for the same offence.

Article 37.—A refractory inmate shall be deemed to be also disorderly and may be punished as such, but an inmate who has

been punished for any offence as disorderly shall not afterwards be punished for the same offence as refractory, and an inmate who has been punished for any offence as refractory shall not afterwards be punished for the same offence as disorderly.

Article 38.—An inmate shall not be punished by confinement in a dark room, and a room shall not be used for the purpose of the confinement of any inmate unless it has been certified by the Medical Officer to be fit for the purpose of confinement of inmates.

Article 39.—An inmate shall not be punished by confinement between eight o'clock in the evening and six o'clock in the morning without being furnished with a bed and with bedding suitable to the season, and with other necessary conveniences.

Article 40.—A child shall not be punished by confinement during the night.

Article 41.—An inmate who

(a) is over 60 or under 12 years of age, or who is infirm, sick, or of unsound mind, or is pronounced by the Medical Officer to be pregnant, or has recently been confined, or is suckling an infant; or

(b) has within seven days been under the care of the Medical Officer;

shall not be punished by alteration of diet, or by confinement, unless the Medical Officer shall have previously certified in writing that injury to the health of the inmate is not reasonably to be apprehended from the proposed punishment; and any modification diminishing the punishment which the Medical Officer may suggest shall be adopted by the Master.

Article 42.—Corporal punishment shall not be inflicted except

(a) on a male child under the age of fourteen years who is disorderly or refractory;

(b) by the Master or an officer specially authorised by him for the particular occasion;

(c) in the presence of at least two officers, of whom the Master shall be one;

(d) with a rod or other instrument, such as shall have been approved by the Guardians or the House Committee; and

(e) after the expiration of two hours from the commission of the offence for which the punishment is inflicted.

Article 43.—The Master shall keep a book to be called “the Offences and Punishments Book,” in the Form 15 in which he shall duly enter every case of a refractory or disorderly inmate

(a) reported to the Guardians for their decision thereon; or

(b) punished without the direction of the Guardians;

and every case taken before a Justice of the Peace.

The book shall be laid before the House Committee and the Guardians at each meeting.

House Committee.

Article 44.—(1) (a) The Guardians shall, at their first meeting after the Fifteenth day of April in each year, or at the meeting immediately succeeding that meeting, appoint from their own

body a Committee (in this Order referred to as "the House Committee") to be the Visiting Committee and to discharge the duties hereinafter prescribed.

(b) The members of the House Committee shall be not less than five in number, and the quorum shall be three or such greater number as the Guardians direct.

(c) The House Committee shall appoint one of the members of the Committee to act as Chairman of the Committee during their year of office, and may also appoint a Vice-Chairman to act in the absence of the Chairman.

(d) A member of the House Committee shall, unless he resigns his membership of the Committee or ceases to be a Guardian, continue in office until the next appointment of a House Committee, and the Guardians shall from time to time appoint members to fill, till the appointment of a new Committee, any casual vacancy occurring on the House Committee.

(2) Notwithstanding anything herein-before contained, the Guardians may assign to any Committee appointed by them to perform duties in relation to two or more institutions such of the duties of the House Committee as the Guardians may prescribe, and the provisions contained in subdivision (1) shall, with any necessary modification, apply in respect of any Committee performing duties of the House Committee. Every such Committee shall keep a record of their proceedings and shall make reports to the Guardians at the times and in the manner prescribed by Article 45.

Article 45.—The House Committee shall

- (1) meet at such intervals as the Guardians or the Committee think fit;
- (2) cause the institution to be inspected and the stores to be examined once at least in every fortnight by two or more members of their own body; some at least of the inspections being made without previous notice;
- (3) consider at each meeting the reports made by the officers of the institution, and entries in the Offences and Punishments Book, the Alcohol Book, and such other books as they think fit;
- (4) afford the inmates due opportunity of making complaints or applications, investigate any complaints or applications so made and report to the Guardians thereon;
- (5) interview as far as practicable at each meeting the inmates admitted to the institution since their last meeting, examine all orders of admission and make recommendations to the Guardians with regard to the relief of each case admitted otherwise than by order of the Guardians;
- (6) report to the Guardians after each meeting or inspection, transmitting with their reports the reports made in pursuance of Articles 58 to 61, and include in the report any recommendations in regard to the management of the institution that they may deem expedient;
- (7) once in every half-year report fully to the Guardians on the condition of the institution and the several wards

thereof, the suitability and sufficiency of the accommodation provided, the condition and treatment of the several classes of inmates, the discharge of their duties by the officers of the institution, and such other matters as the Guardians prescribe, transmitting with their reports the reports made in pursuance of Articles 58, 59 and 64;

- (8) consider and report upon any matters relating to the institution which the Guardians may refer to them; and
- (9) cause the meetings of the Committee and the inspections made on their behalf and the names of the members present at each meeting or inspection to be recorded in a book, and also cause a statement of their proceedings, and copies of every report made by them to the Guardians to be entered in the book.

Women's Committee.

Article 46.—The Guardians may also appoint a Committee of women, whether members of the Board of Guardians or not, to visit any female inmates, children or infants in the institution, and to inspect the wards in which those inmates are maintained.

The procedure, term of office, and duties of the Committee shall be such as the Guardians from time to time prescribe.

General Control.

Article 47.—(1) Subject to the provisions of the Statutes in that behalf, and of the Orders of the Board, the guidance, government, and control of the institution, and of the officers, assistants, servants, and inmates thereof shall be exercised by the Guardians.

(2) A member of the Board of Guardians may, subject to any general regulations made by the Guardians, at reasonable hours visit and examine any part of the institution.

(3) The Guardians shall from time to time make regulations for giving effect to subdivision (1) of this Article and in particular with regard to the following matters, namely:—

- (a) The searching of inmates, and the prohibition and disposal of articles not proper to be brought into the institution;
- (b) The hours and places of meals and work and the hours of rising and going to bed; and
- (c) The bathing and cleansing of children and adults not being inmates of the sick wards or lunatic wards.

(4) Any regulations made by the Guardians under this Article shall, except in so far as the Board may disallow or modify or suspend the operation of the regulations, be operative and binding upon the officers, assistants, servants, and inmates of the institution, until they are altered by other regulations:

Provided that the Clerk shall, within fourteen days after the making of any regulations relating to the matters specified in paragraphs (a), (b), and (c) of subdivision (3), forward a copy of

the regulations to the Board, and the regulations shall not come into operation before the expiration of one month after their transmission to the Board.

(5) Where regulations made by the Guardians, or by the Board, with regard to any of the matters mentioned in subdivisions (1) or (3) of this Article are not in force, any provisions in force with regard to those matters immediately before the coming into operation of this Order shall be deemed to continue in force, and shall have effect as if they were regulations made by the Guardians under this Article.

Miscellaneous.

Article 48.—Two inmates, either of whom is above the age of seven years, shall not occupy the same bed, except in any case to which Article 10 (4) applies, or, with the approval of the Guardians, (in other cases of members of the same family.

Article 49.—The Guardians may direct

- (1) that a specified allowance of tobacco or snuff shall be given to such of the inmates who are infirm or are employed upon work of an exceptional or specially disagreeable character as the Guardians may determine; and
- (2) that a specified allowance of prepared tea, or of dry tea with milk and sugar, shall be given, apart from the ordinary meals, to any inmate or any class of inmate:
Provided that this sub-division shall not extend to inmates included in Class 1 for dietary purposes.

Article 50.—Except so far as may be permitted by regulations made in pursuance of Article 47, with respect to gifts made to the inmates, an inmate shall not consume or have any liquor, food, provisions or tobacco other than is allowed to him by the Regulations herein contained:

Provided that an inmate shall not be allowed to receive as a gift any spirituous or fermented liquor.

Article 51.—Any person who is not an inmate of the institution may, with the permission of the Master, and subject to any regulations made by the Guardians in pursuance of Article 47, visit an inmate of the institution: Provided that before making regulations with regard to visits to inmates of the sick wards, lunatic wards, or nurseries, the Guardians shall obtain the written advice of the Medical Officer.

Article 52.—The Guardians shall cause the name of every officer, or inmate, and the name and business of any other person, entering or leaving the institution, and the time of the entry and departure, to be recorded in a book set apart for the purpose.

Article 53.—The Master shall keep in such form as the Guardians may direct an account—

- (a) of the provisions issued in pursuance of the second proviso to Article 11;

- (b) of the provisions issued for alternative meals in pursuance of Regulation No. (4) in Part I. of Schedule A.;
- (c) of the fermented or spirituous liquors issued in pursuance of Article 12;
- (d) of the provisions and fermented or spirituous liquors issued in pursuance of Article 21; and
- (e) of any allowances under Article 49.

Article 54.—Where the Master in the discharge of the duty imposed upon him by Article 58 (6) of this Order engages a temporary nurse to act until the next meeting of the Guardians, the Guardians shall pay the reasonable remuneration of that person for the services so rendered.

Article 55.—The Guardians shall cause a suitable record to be kept showing in respect of every inmate not being an inmate of the sick wards or lunatic wards, or an infant under the age of eighteen months, every occasion on which he applies for or is ordered medical treatment, the nature of his complaint, and the nature of the treatment (if any) ordered.

Article 56.—The Guardians shall cause to be exhibited in the several rooms or wards below mentioned clearly written or printed copies of the provisions mentioned opposite thereto:

In every room or ward in which meals are taken ...	The Dietary Tables or Scales of Dietary prescribed for the inmates taking their meals in those rooms;
In the dining hall ...	Articles 32-36 of this Order; and the regulations made with regard to the matters mentioned in Article 47 (3) (a) and (b); and
In the bathrooms... ..	The Bathing regulations or instructions relating to the inmates bathed therein.

PART II.

DUTIES OF OFFICERS.

Article 57.—Every officer of the institution shall

- (1) comply with all requirements contained in any Order issued by the Board affecting his office;
- (2) observe and fulfil all lawful orders and regulations or directions of the Guardians affecting his office;
- (3) account for all provisions or other property of the Guardians under his charge;
- (4) make, on the direction of the Board, or of the Guardians, or of the House Committee, or any other duly appointed Committee composed of Guardians, or of the Clerk to the Guardians, written reports concerning any matters relating to his office;
- (5) attend any meeting of the Guardians, or of the House Committee, or of any other duly appointed Committee composed of Guardians, when directed by them so to do;

- (6) produce all books, documents, or accounts kept by him or in his custody whenever required by the Guardians, the House Committee, or any other duly appointed Committee composed of Guardians, or by the Clerk to the Guardians;
- (7) so far as matters affecting his office are concerned, supply to the Clerk any information necessary for the purpose of any report, answer, or return required by the Board or their Officers or by the Guardians, or otherwise required for the business of the Union; and
- (8) except so far as provision is made by or with the approval of the Guardians for assistance in his office, personally discharge the duties of his office, and, where assistance is so provided, be personally responsible for the proper discharge of those duties.

Article 58.—The Master shall

- (1) govern and control, subject to the directions of the Guardians, the institution and the officers, assistants, servants and inmates thereof, and obey or cause to be obeyed all regulations relating to the management of the institution;
- (2) admit to the institution all persons presenting themselves with orders of admission, as prescribed in Article 5, and also in any of the cases specified in that Article;
- (3) receive and take charge of all provisions and other articles purchased or procured for the use of the institution, or confided to his care by the Guardians, and issue the same as may be required; and ascertain the accuracy of the delivery notes or invoices, and submit the same, duly authenticated, to the House Committee or such other Committee of the Guardians as the Guardians direct;
- (4) upon ascertaining that a married couple who are inmates of the institution have both reached the age of sixty notify the two persons that they have the right to live together;
- (5) inform the Medical Officer in any case where the prompt examination of an inmate on admission is necessary; send for the Medical Officer if any inmate is taken ill or becomes insane, if any lunatic or alleged lunatic, any sick person, or any person suspected to have been exposed to infection, is admitted to the institution, and in any other case of urgency; and take care that all sick and insane inmates and infants are duly visited by the Medical Officer, and that such medicines and attendance, diet and other necessaries as the Medical Officer directs are provided for those inmates;
- (6) engage, on receipt from the Medical Officer of a report under Article 59 (5), a temporary nurse to act until the next meeting of the Guardians;

- (7) report forthwith to the Medical Officer every case in which any restraint or compulsion has, in the absence of the Medical Officer, been used in the case of a lunatic or alleged lunatic;
- (8) notify the sickness of an inmate to any relative who is also an inmate, notify any serious sickness to the nearest relatives (whether inmates or not) of the sick inmate, and in the case of dangerous sickness notify such relatives and any friend resident within a reasonable distance whom the inmate may desire to see and send for the Chaplain, or, if there is no Chaplain, or the inmate is not a member of the Established Church, for a Minister of the creed of the inmate;
- (9) on the death of an inmate, inform the Medical Officer and the nearest relatives of the deceased, provide for the proper disposal of the body, if it be not removed within a reasonable time, and deliver to the House Committee at their next meeting an inventory of the property of the deceased;
- (10) record every birth or death in a register in the Form 16, or the Form 17, as the case may be, within three days notify every such birth or death to the Registrar of Births and Deaths, and within forty-eight hours notify to the Coroner the death of a lunatic or alleged lunatic, sending with the notice a copy of the statement of the Medical Officer referred to in Article 59 (7);
- (11) give to the Clerk due notice of any proposed inquest upon the body of a deceased inmate;
- (12) bring before the House Committee or, if the inmate so desires, before the Guardians, any inmate wishing to make a complaint or application;
- (13) whenever practicable cause the authorities of any institution to which an inmate is transferred to be informed of the usual place of abode of that inmate before his admission, and the name and address of his nearest relative;
- (14) submit at each meeting of the House Committee, in a book or books set apart for the purpose, the following reports and statements, for consideration by the House Committee and transmission to the Guardians; that is to say:—
 - (a) a statement of the number of inmates in such form as the Board may from time to time direct,
 - (b) a statement of estimated requirements of provisions or other articles, showing, so far as practicable, the stock in hand of the articles mentioned in the statement,

(c) a report of the state of the institution, including statements as to any overcrowding of any ward, any defect arising therein, any negligence or misconduct on the part of the officers, assistants, or servants, and any action taken by him under paragraph (6) hereof, and

(d) a report of any inquest and any other matter which it is in his opinion desirable to bring to the attention of the House Committee; and

- (15) submit, for consideration and transmission to the Guardians, at the first meeting of the House Committee after the First day of January and the First day of July in each year, a full report with respect to the institution, the officers, assistants, servants, and inmates, and any matters which the Guardians may prescribe, and any points which may require consideration arising in connection therewith.

Article 59.—The Medical Officer shall

- (1) attend the inmates of the institution at the times fixed by the Guardians, when sent for in the manner provided by this Order, and at such other times as may be necessary, and, where there is no Assistant Medical Officer, name to the Guardians some qualified medical practitioner who will, in the case of the Medical Officer's absence or other hindrance in his personal attendance, act in the place of the Medical Officer under this Order;
- (2) once at least in every month examine every child and every infant above the age of eighteen months in the institution and keep a record of his examinations, report to the House Committee any matters arising thereat which may appear to him to require attention, and from time to time advise the House Committee and the Master as to any precautions or other steps which the Medical Officer may deem necessary or desirable for preventing the spread of any contagion or infection; and examine every infant under the age of eighteen months as prescribed by Article 24;
- (3) examine, within twenty-four hours before removal, every child or infant whom it is proposed to transfer from the institution, and certify in writing the result of his examination in regard to the state of health of the child, including the existence of any contagious affection or infectious disease;
- (4) on the examination prescribed by Article 7 of a lunatic or alleged lunatic, and immediately before the removal of such an inmate to an asylum or other institution, enter in a book set apart for the purpose, a statement of the bodily condition of the inmate and of any bruises or marks of violence;

- (5) give to the officers in charge of the sick all necessary directions in regard to the treatment and nursing of the inmates, and in any case of urgency report in writing to the Master any need to obtain a temporary nurse;
- (6) report to the Board within twenty-four hours every sudden or accidental death occurring among the inmates of the institution:

Provided that it shall not be necessary to report to the Board the death of a person who was not in receipt of relief at the time of any accident causing his death;
- (7) forthwith inform the Master of every case of serious or dangerous illness in the institution and, immediately after the death of a lunatic or alleged lunatic, complete and furnish to the Master a statement in the Form 18;
- (8) keep the record prescribed by Article 23 with respect to the seclusion of lunatics and alleged lunatics and such part of the record prescribed by Article 55 as relates to the nature of an inmate's complaint or to medical treatment;
- (9) furnish to the Medical Officer of Health for the district in which the institution is situate such information as the Board direct with respect to cases of sickness or death within the institution;
- (10) give to the House Committee or the Guardians, when required by them, any reasonable information respecting the case of any inmate, and certify in writing on the request of any inmate the sickness of the inmate, or the cause of his attendance on him;
- (11) make whenever occasion arises, in a book or books set apart for the purpose and laid before the House Committee at each meeting, reports, for consideration by the House Committee and transmission to the Guardians, on the following matters; that is to say:—
 - (a) any matter affecting the health of the inmates;
 - (b) any defects in the drainage, ventilation, warming, or other arrangements of the institution, and particularly of the sick wards, the lunatic wards, and the nurseries;
 - (c) any defect in the nursing or attendance in the sick wards, the lunatic wards, or the nurseries, or in the supply of medical and surgical requirements;
 - (d) any sudden or accidental death occurring among the inmates in the institution;
 - (e) any report made by him to the Master under paragraph (5) of this Article; and

(f) any other matter which it is, in his opinion, desirable to bring to the attention of the House Committee;

- (12) submit, for consideration and transmission to the Guardians, at the first meeting of the House Committee after the First day of January and the First day of July in each year, a report of the condition of the institution, and particularly of the sick wards, lunatic wards, and nurseries, and of the nursing of the inmates, and of any further matters which the Guardians may prescribe, and include in the report full information on the matters set forth in paragraph (11) of this Article; and
- (13) in making entries in books, Record-papers, or other records, employ the terms used in the volume prepared by a Joint Committee appointed by the Royal College of Physicians of London and entitled "The Nomenclature of Diseases."

Article 60.—The Matron shall

- (1) supervise and control the female officers, assistants, and servants in the institution, the female inmates, the younger boys, the infants and the sick, and assist the Master in the general management and superintendence of the institution;
- (2) report to the Master any negligence or other misconduct on the part of any female officer or servant of the establishment, and any case in which restraint or compulsion may have been used towards any female lunatic or alleged lunatic;
- (3) take charge of the linen, bedding, and clothing in use in the institution and cause the same to be kept in a proper condition;
- (4) see that the wards are properly cleansed, warmed and ventilated, and inform the Medical Officer of any defects observed in the arrangement of the wards containing inmates under her supervision, and of any matters requiring consideration in connection therewith or with the nursing of the sick;
- (5) cause to be observed all directions given by the Medical Officer in regard to the treatment and nursing of the sick, the female lunatics and infants, and the heating and ventilation of the sick wards, female lunatic wards and nurseries;
- (6) take care that all necessary arrangements for the care of and attendance upon the inmates, both by day and by night, are made, and that no inmate is left unattended at the approach of death; and
- (7) keep a book in which she shall report all such matters affecting her duties as may require consideration and submit that book through the Master at every meeting of the House Committee:

Provided that

- (1) if the Guardians have appointed a person to hold the office of Superintendent Nurse, the duties of the Matron shall, so far as relates to the nursing staff and to the performance of those duties in the sick wards, and in any other wards that may, with the approval of the Board, be placed by the Guardians under the charge of the Superintendent Nurse, be performed by the Superintendent Nurse; and
- (2) if the Guardians have appointed a person to hold the office of Head Nurse, and the Matron does not possess the qualification prescribed for that office, the Head Nurse shall in matters relating to the treatment and nursing of the sick act immediately under the directions of the Medical Officer.

Article 61.—The Superintendent Nurse shall, in addition to performing the duties assigned to her by the proviso to Article 60—

- (1) assist the Master and Matron in the maintenance of discipline in the institution; and
- (2) instruct, under the directions of the Medical Officer, the assistant nurses or probationer nurses employed in the institution, and take such part as may be practicable in the nursing of the sick.

Article 62.—The Head Nurse shall, in addition to performing her duties as Nurse, and subject to the provision contained in Article 60, superintend the other nurses and assistant nurses in the performance of their duties.

Article 63.—A Midwife in attending upon a maternity case shall—

- (1) observe except so far as provision is otherwise made in this Order, and except so far as relates to the notification of cases to a local supervising authority, the Rules of the Central Midwives Board, as if the case were one to which those Rules applied; and
- (2) in any circumstances in which the Rules of the Central Midwives Board would require a midwife to take steps to obtain the attendance of a registered medical practitioner, cause the Master to be informed in order that the Medical Officer may at once be sent for.

Article 64.—The Chaplain shall—

- (1) read prayers and preach a sermon to the inmates (unless the Guardians otherwise direct) on every Sunday, Christmas Day and Good Friday;
- (2) except in so far as other provisions is not made in accordance with the statutes in that behalf,—
 - (a) afford religious instruction to any children in the institution; and
 - (b) visit and administer religious consolation to sick inmates at such periods as the Guardians appoint;

- (3) attend at the institution whenever he is sent for by the Master in the exercise of the duty imposed upon him by Article 58 (8) of this Order;
- (4) record in a book to be laid before the House Committee at each meeting the dates of his attendance, and any matters which he may think it desirable to report for their consideration; and
- (5) submit, for consideration and transmission to the Guardians, at the first meeting of the House Committee after the First day of January and the First day of July in each year, a general report upon matters touching his office, and particularly as regards any children in the institution and the inmates of the sick wards and any matters which the Guardians may prescribe.

PART III.

General Provisions.

Article 65.—(1) The Guardians shall provide all forms, books or other papers required for the purposes of this Order.

(2) Where in this Order the use of a numbered Form is directed, the Form may be either a copy of the Form bearing that number in Schedule B., or a Form to the like effect.

Article 66.—Where anything which may under this Order be done has, before the date of the operation thereof, been done in pursuance of any of the Regulations hereby rescinded, it shall be deemed to have been done in pursuance of this Order.

Article 67.—This Order shall come into operation form and after the Thirty-first day of March, One thousand nine hundred and fourteen.

Article 68.—This Order may be cited as the Poor Law Institutions Order, 1913.

*Schedule A.—Dietary.**Articles 11 and 19.*

PART I.

REGULATIONS.

(1) The Dietary Tables shall be made by the Guardians after obtaining the written advice of the Medical Officer.

(2)—(a) The Dietary Tables shall include Dietaries for such of the following classes of inmates as may from time to time be maintained in the institution, that is to say:—

Adults, other than infirm	Males (Class 1); Females (Class 3);
Infirm Adults (with an alternative special Dietary for each of these classes)	Males (Class 2); Females (Class 4);
Children under the age of eight years	(Class 5); and
Children above the age of eight years	(Class 6).

(b) Each dietary shall be constructed by the selection from the lists of rations contained in Part II. of this Schedule, in accordance with the instructions included in that Part, of a weekly rotation of meals, and shall consist of the meals indicated in the Form 1 for that dietary.

(3)—(a) An adult inmate shall, unless the Medical Officer, after an examination of the inmate under Article 7 or Article 10 (2) (b), records an opinion that the inmate ought to receive an infirm dietary, be placed in Class 1 or Class 3, as the case may be.

(b) An inmate placed in Class 2 or Class 4, as the case may be, shall not receive the special dietary for that class unless the Medical Officer, after such an examination as aforesaid, records an opinion that the inmate is by reason of infirmity unable to consume the full amount of the rations prescribed in the ordinary dietary for that class.

(c) An adult inmate, unless receiving the special dietary for Class 2 or Class 4, shall not receive the additional meal prescribed for the class to which he is assigned unless the Medical Officer, after such an examination as aforesaid, records an opinion that having regard to the nature of the work on which the inmate is or will be employed, and the dietary assigned to the inmate, the inmate ought to receive an additional meal.

(4) Provision shall be made by the Guardians for the service of meals to inmates while they remain in the Receiving Wards, and for the service of alternative meals in case of failure of the ordinary supply or in any like emergency. Any issue of an alternative meal shall be reported by the Master to the House Committee at their next meeting.

(5) The Dietary Tables may be altered by the Guardians in like manner as they are required to be made. Any such alteration shall take effect on the first day of the quarter succeeding that in which it was decided to make the alteration.

(6) A copy of the Dietary Tables, and, where the Tables are altered, a copy of the Tables showing clearly the alterations made, shall be forwarded to the Board, together with a certificate signed by the Chairman and Clerk that the Regulations herein contained have been complied with.

(7)—(a) Except as regards the allowance of bread the total allowance provided by the Dietary Tables or, in the case of inmates of the sick wards, and lunatic wards, or of infants above the age of eighteen months, by the scales of diet prescribed by the Medical Officer, shall in every case be sent into the room or ward in which the meal is served:

(b) The Guardians may direct that not more than a definite part of the ration of bread shall in the first instance be given to each inmate, not being a person of unsound mind, but they shall take all steps necessary to ensure that every inmate shall, if he so wishes, and has consumed the portion already served to him, receive his full ration of bread.

(8) Children shall be fed according to their appetites, and more or less than a separate ration may be served to each child.

(9) Any food not served to the inmates shall, if fit for future use, be weighed or measured, returned to store and properly accounted for; and in framing the several dietaries regard shall, where possible, be had to the use of unserved food as the whole or part of a future meal.

(10) The foods shall be prepared in accordance with the Ingredient Table set out in Part III. of this Schedule.