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| Kew Cottages (1887-2008) |
| List of records held by the department |

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# Warning about distressing information

This guide contains information that some people may find distressing. If you experienced abuse as a child or young person in an institution mentioned in this guide, it may be a difficult reading experience.

Guides may also contain references to previous views, policies and practices that are regrettable and do not reflect the current views, policies or practices of the department or the State of Victoria.

If you find this content distressing, please consult with a support person either from the Department of Health and Human Services or another agency.

# Disclaimer

Please note that the content of this administrative history is provided for general information only and does not purport to be comprehensive. The department does not guarantee the accuracy of this administrative history. For more information on the history of child welfare in Australia, see [Find & Connect](https://www.findandconnect.gov.au/).

# Note for readers of the guide:

Until 1962 when the Kew Cottages was formally made a training centre, many of the records refer to the residents with an intellectual disability as “patients”. This is because throughout most of the 20th century, residents with a mental illness and those with an intellectual disability both came under the provisions of the Mental Health Acts. Therefore the administrators of these centres used the same records to document both categories of residents. In 1962 when the Kew Cottages and the other intellectual disability centres became a “Training Centre”, under the provisions of the *Mental Health Act 1959*, the residents were referred to as “trainees”. By the 1990s the centre had been renamed Kew Residential Services, and all people in government residential facilities were referred to as “clients”.

# Kew Idiot Ward/Asylum (1887–1929)

 - accommodated and educated children with an intellectual disability

| Description | Date range |
| --- | --- |
| Patient and trainee information |  |
| Admission and discharge |  |
| **Register of Patients***Volume; Permanent VPRS Number 7509 / P0001***Content**: This volume was initially used to record the admission details of those female patients who were still in residence at the Kew Idiot Asylum in 1899. There are a few boys listed also. Therefore it includes admission details of some patients admitted between 1887 and 1899. Entries are arranged chronologically by admission date. One page for each patient. Details recorded are name, date of admission, age on admission, religion, a brief description of their mental and physical state, and name and address of their next of kin. From 1900 onwards there appears to be an entry for all patients.At the back of the volume there is a list of patients allowed out on trial leave. | 1899–1928 |
| Patient case management |  |
| **Case Books of Female Patients***Volume; Permanent VPRS Number 7419 / P0001***Content**: Case Books of Female Patients at the Idiot Asylum Kew (also known as the Children's Cottages Kew). These Case Books were maintained separately from VPRS 7397 Case Books of Female Patients at the Kew Asylum. The Case Books in this series record the medical histories of patients admitted until June 1912 when the format of case histories was changed. However notes were added to some case histories until 1931.Volume one of this series is slightly different from the Case Books of other asylums although its format is very similar. However, its function was adapted to suit the function of the Children's Cottages: it was adapted to record whether the patient can walk, run, read, write, sing, or imitate. Volume two resumes the same format as the Case Books from the other large Asylums.For details of the case history of patients admitted after June 1912 see VPRS 7448 Clinical Notes of Female Patients 1912-1921.Entries are arranged chronologically by admission date. There is an index by patient surname at the front of each volume.The date of admission of the patient can also be obtained from:VPRS 7425 Nominal Register of Patients 1871-1906(this series covers Kew Asylum and the Children's Cottages)VPRS 7429 Annual Examination of Patients Register 1889-1906(this series covers both Kew Asylum and the Children's Cottages). | 1887–1912 |
| **Case Books of Male Patients***Volume; Permanent VPRS Number 7420 / P0001***Content**: Case Books of Male Patients at the Idiot Asylum Kew (also known as the Children's Cottages Kew). These Case Books were maintained separately from VPRS 7398 Case Books of Male Patients at the Kew Asylum. The Case Books in this series record the medical histories of patients admitted until June 1912 when the format of case histories changed. However notes were added to some case histories until 1930.Volumes one and two of this series are slightly different from the Case Books from other asylums. The function of the Case Books was adapted to suit the function of the Children's Cottages: it was adapted to record whether the patient can walk, run, read, write, sing, or imitate. Volume three resumes the same format as the Case Books from the other large asylums. There is a very small quantity of correspondence relating to patients included within the volumes of this series.For details of the case histories of patients admitted after June 1912 see VPRS 7449 Clinical Notes of Male Patients.Entries are arranged by date of admission. There is an index by patient surname at the front of each volume.The date of admission of the patient can also be obtained from:VPRS 7425 Nominal Register of patients 1871-1906 (this series covers Kew Asylum and the Children's Cottages)VPRS 7429 Annual Examination of Patients Register 1889-1905 (this series covers both Kew Asylum and the Children's Cottages). | 1887-1912 |
| **Index to Male and Female Case Books***Volume; Permanent VPRS Number 7494 / P0001***Content**: The index for VPRS 7419 Case Books of Female Patients and VPRS 7420 Case Books of Male Patients at the Kew Idiot Asylum. Male and female patients are listed separately.This volume is self-indexing. Entries are listed alphabetically by patient surname. Each entry has a reference to a folio number and sometimes a book number. Also recorded is the date of the discharge/transfer/death of the patient. | 1887-1912 |
| **Clinical Notes of Female Patients***Folio ; Permanent VPRS Number 7448 / P0001***Content**: Each institution was required by legislation to maintain records of patient case histories. These records were to be kept in such form as the Governor-in-Council directed from time to time. As soon as possible after the admission of any patient and periodically thereafter, the following details were to be entered into the case histories:* the mental state and bodily condition of every patient on admission,
* the history of his/her case recorded from time to time while he/she continued to be a patient in the asylum,
* a correct description of the medicine and other remedies prescribed for the treatment of his/her disorder,
* and in the case of death, an exact account of the autopsy (if any) of the patient.

These records, which were initially in the form of bound case books, were to be regularly inspected by an Inspector or other officer appointed under the provisions of the prevailing legislation. In 1912 the format of case histories was altered from bound casebooks to a loose leaf folio format, known as Patient Clinical Notes. The change in format meant that the case notes could be transferred with the patient whenever they were removed to another hospital, or forwarded to the Lunacy Department when the patient was discharged or died.Information recorded in patient clinical notes included:Personal Details:* name and address of nearest relative or friend
* by whom brought (to the asylum)
* previous residence
* age and sex of patient
* marital status
* if any family
* occupation
* habits of life and native place

Medical Details:* the form of insanity
* duration of present attack
* if disordered before/if condition hereditary
* specific signs of mental illness
* if suicidal
* if dangerous and destructive
* a brief description of physical condition

The right hand page records the medical history of the patient. A full account of the mental and physical condition of the patient was to be entered in the case notes on admission, with a further note at the end of each month at least for the first six months, and afterwards a full note every six months. However, such thorough and accurate notes were not always maintained. The clinical notes usually record whether the patient was transferred elsewhere, discharged or died while in custody. A copy of the Post-Mortem Examination Report is sometimes included in cases of death. A photograph of the patient on admission is often included. Some folios contain patient-related correspondence.It is thought that the clinical notes were kept in the wards until a patient’s death or discharge, whereupon the case histories were arranged chronologically by year of discharge and then alphabetically by patient surname within each year.Some patients admitted prior to 1912 were held at the agency and the notes of their case history were transferred to the folios from VPRS 7419 Case Books of Female Patients. In these cases, a summary of the notes from the Case Books have been written on the folios. Some folios contain patient-related correspondence.It is likely that this series is not complete, and that other folios of clinical notes may still be held at the agency. | 1912-1921 |
| **Clinical Notes of Male Patients***Folio ; Permanent VPRS Number 7449 / P0001***Content**: Refer VPRS 7448 / P0001 above for a description of Clinical Notes.Some patients admitted prior to 1912 have had the notes of their case history transferred from VPRS 7420 Case Books of Male Patients to the folios. In these cases a summary of the notes from the Case Books have been written on to the folios. Some folios contain patient-related correspondence.It is likely that this series is not complete, and that other folios of clinical notes may still be held at the agency. | 1912-1919 |
| Kew Idiot Ward/Asylum (1887–1929); Children’s Cottages (1929–1962)- accommodate and educate children with an intellectual disability. Renamed Children’s Cottages (1929); also known as Kew Cottages Training Centre |  |
| Patient Case Management |  |
| **Clinical Notes of Male Patients** *File ; Unappraised***Content**: Patient files known as Clinical Notes. Subjects are male patients and the files are in strict alphabetical order (a-z) by patient name. There is evidence of an original numerical system. The clinical notes give patient illness and progress history whilst at Kew. Photographs appear generally from 1912 to the mid-1920s, although one or two have been seen in files up to the late 1920s, while several earlier files had no photograph. Most but not all of the patients are children. There are several cases with patients being up to 40 years of age on admission. Many case files include extended family histories, noting mentally disturbed relatives and causes of death, miscarriage and epilepsy. The files were discontinued pre-1955, with patient discharge or death. Admissions are up to 1953. Many files contain correspondence. | 1900 – c1954 |
| **Medical Journals***Volume; Permanent VPRS Number 7431 / P0001***Content**: Each Asylum was required to maintain a Medical Journal under section 21 of the *Lunacy Statute 1867*. Every week the Superintendent of the Asylum was to enter or cause to be entered in the Medical Journal a statement showing the date of the statement, the number of patients of each sex in the asylum, the name of every patient who had been placed in seclusion or under restraint since the last entry, the reasons and length of time the seclusion/restraint, the names of patients under medical treatment and for what (if any) bodily disorder, the condition of the asylum, and every death, injury and violence to patients since last entry.The Medical Journals are arranged chronologically by report date. Not all the required medical details were always entered in the journal. Some columns were often left blank. This collection is not complete. The journals prior to 1899, from 1913–20 and from 1925–35 are not extant. Once all the pages in Volume 5 had been used, the lower half of the pages, starting from the back of the volume was used for further entries. Therefore the last entry in volume 5 (August 1951) is found in the middle of the volume.The date range of each volume has been taped on to its spine. | 1899–1951 |
| Warrants |  |
| **Admission Warrants, Male and Female Patients***Document ; Permanent VPRS Number 7565 / P0001 and 7565 / P0002 and 7565 / P0003***Content**: Admission warrants consisted of the official document and accompanying medical certificates which authorised a person's committal to an institution. Admission warrants are generally arranged in admission number order. Admission numbers were allocated in chronological order by date of admission. Dates of admission can be obtained from the Register of Patients, Nominal Register, Index to Case Books and Annual Examination Registers. The centrally-created Alphabetical Lists of Patients in Asylums (VPRS 7446) 1849–85 can also be used to obtain admission dates.The Register of Patients for Kew Cottages is only extant for the period 1899–1928. Individual patients’ admission dates can also be obtained from VPRS 7494 Index to Male and Female Case Books for 1887–1912. Access to individual warrants after 1928 is difficult as there do not appear to be any records extant which provide easy access to admission dates. | 1887–19561928–481905–59 |
| Trial Leave |  |
| **Trial Leave Registers***Volume; Permanent VPRS Number 7452 / P0001***Content**: These volumes record the dates of trial leave for male and female patients. Details recorded include:* patient name,
* date of admission
* period of leave allowed
* date returned to asylum(or if discharged, under which particular section of the Lunacy Act the discharge was permitted),
* name of the person responsible for the patient during trial leave

Entries are listed in chronological order by date of commencement of the trial leave. Trial leave was allocated in six and twelve month periods. Groups of patients were allowed out on trial leave at the same time. Therefore you will find a whole group of patients with the same time allocated, rather than different times for each individual patient. Leave was extended in some cases and the dates are recorded. Where further entries for trial leave for the patient are recorded, reference is usually made to the next entry.Patients with trial leave granted between January 1910 and January 1913 have entries in both volumes. Both volumes have lists of escaped patients.There is an index by patient name at the front of both volumes. | 1889–1937 |
| Kew Idiot Ward/Asylum (1887-1929); Children’s Cottages (1929-1962); Training Centre (1962-c1997)- accommodate and educate children with an intellectual disability. Renamed Children’s Cottages (1929) – also known as Kew Cottages Training Centre- proclaimed a Training Centre in 1962 pursuant to Mental Health Act 1959  |  |
| Admission and discharge |  |
| Register of Patients*Volume; Permanent VPRS Number 17894 / P0001 and 17894 / P0002***Content**: This collection consists of volumes detailing male and female patient admissions to Kew Idiot Ward/Asylum (1887–1929), Kew Cottages (1929–62) and Kew Training Centre (1962–92. The volumes include: * admission number
* patient name
* admission date
* age
* sex
* previous place of abode
* religion
* by whose authority sent
* details of discharge, death or transfer

**Requirements for registers**Public asylums and licensed houses were required to maintain a register of patients – the Book of Admissions, or Admissions Register, or Admission And Discharge Register – sometimes stamped on the volumes. (Institutions were also required to maintain a separate register of discharges, removals and deaths: a Discharge Register.)Immediately upon a person’s admission, the clerk of the asylum had to enter in the register of patients: patient's name; date of admission; admission number; date of last previous admission; age; marital status; occupation; previous place of abode; religion; form of mental illness; state of physical health. Further details were entered upon death, transfer or discharge. After the *Mental Health Act 1959*, the record then was officially known as the register of patients and discharge register and included information about the five types of admission: * Voluntary boarders (V) were those who entered the hospital at their own request or, if under the age of 16 at the request of a parent or guardian and on the opinion of a medical practitioner.
* Recommended (R) and approved (A) patients. A person could be admitted upon the recommendation of a medical practitioner. As soon as possible after admission the hospital superintendent was required to examine the patient and either approve the admission, or discharge the patient.
* Judicial admissions (J). An order could be made for a mentally ill person to be admitted to/detained in a mental hospital via an oath made before a justice that they were not receiving proper care, or could not support themselves, or had committed an offence, and after examination by two medical practitioners.
* Security patients (S) were those who were in gaol but were determined to be mentally ill and transferred to a mental hospital.

The register of patients and discharge register officially superseded the separate discharge register.**Recordkeeping System**Entries were made in the register in chronological order by the date of admission. Most volumes contain an index of patient surnames. **Records of patients in asylums were well controlled**Mostly, patient records are arranged by the date of admission or date of discharge (including death). Some asylums, however, maintained a nominal register by patient surname. Patient admissions were recorded in date order and each was allocated an admission number. An index of surnames was often created to provide access to the entries. Admission warrants authorising patients’ committal were filed by admission number and arranged by admission date. Case histories were recorded on each patient, initially entered in bound volumes, (case books) in order of admission date (admission number order). A separate Index to the case books was sometimes maintained, and from 1912 used loose-leaf folios for patient clinical notes.Folios were transferred with patients when they moved between asylums, and the notes filed alphabetically by surname according to the year of final discharge or death. In 1953, clinical notes became Patient Files, and were controlled and arranged the same way. Routine examinations of patients were recorded in annual and quinquennial (5-yearly) examination registers, usually by date of examination or date of admission. The volumes are often self-indexing. The discharge, transfer or death of patients was initially recorded in separate discharge registers as well as in the register of patients and the case histories. From 1962, separate discharge registers were phased out. | 1887–19621962–92 |
| **Discharge Register***Volume; Permanent VPRS Number 17101 / P0001 and 17101 / P0002***Content**: Volumes detailing male and female patient discharges from Kew Idiot Ward/Asylum (1887–1929); Kew Children's Cottages (1930–62); and Kew Training Centre 1962–84. Within 24 hours after any patient’s discharge, removal or escape, the clerk of the asylum was to make and sign an entry to record the event in the register of discharges, removals and deaths. An entry was also to be made in the register of patients and a written notice was to be sent to the Chief Secretary. The format of the discharge register was specified in the 17th schedule of the 1867 Act and in schedules to subsequent legislation. Details recorded included: date of death, discharge or removal; date of last admission; number in register of patients; name at length; name of hospital to which patient removed (if applicable); condition on discharge; cause of death (if applicable) and age at death.**Recordkeeping System**The entries are arranged chronologically by date of discharge. An index arranged alphabetically by patient surname is located at the front of each volume. Records of patients in asylums were well controlled. (See above for more information) | 1887–19301930–84 |
| **Admission Cards Male and Female Patients***Card ; Unappraised*Content: Admission cards for males and females arranged alphabetically by surname. Includes a brief synopsis of mental and physical condition, diagnosis and prognosis and general admission and discharge details. Signed by the superintendent.There are separate sequences of cards for male and female patients and separate sequences for periods 1895–1961 and 1962–92. For the latter period there is an additional sequence of cards for male and female patients on leave which presumably was current in 1992 when this series appears to end. | 1895–19611962 |
| **Patient Leave Registers** *Volume; Unappraised***Content**: A mixture of short-term (also known as leave of absence) registers and long-term (also known as trial leave or probation) registers. Short term leave consisted of only a matter of days. Information contained in these registers includes name of patient, admission date, dates leave commend and ended.Trial leave registers document leave taken by patients, which could last months or nearly one year. Information contained in these registers includes register number, name of patient, admission/received date of patient, trial period dates, leave extended dates (if applicable), if returned to hospital or discharged, and remarks.Registers may contain an alphabetical index on patients which is cross referenced to the folios.Entries are listed in chronological order by trial leave commencement date. Details recorded include:* patient name
* date of admission
* period of leave allowed
* date returned to Asylum (or if discharged, under which particular section of the Lunacy Act the discharge was permitted)
* name of the person responsible for the patient during trial leave.
 | 1910–841964–94 |
| Children’s Cottages 1929–62- accommodate and educate children with an intellectual disability. Renamed Children’s Cottages (1929) – also known as Kew Cottages Training Centre- proclaimed a Training Centre in 1962 pursuant to *Mental Health Act 1959* |  |
| Admission and discharge |  |
| Register of Patients: Voluntary Boarders *Volume; Permanent VPRS Number 17895 / P0001***Content**: This volume details voluntary male and female patient admissions to Kew Cottages. Further research is needed to determine whether the register exclusively records Voluntary Patients. Information recorded includes: * admission number
* name
* date of reception
* marital status
* age
* occupation
* address
* form of mental illness
* period of residence agreed
* discharge/death details

Recordkeeping SystemEntries are made chronologically by date of reception. Admission numbers commence at 269, suggesting an earlier volume may exist. In Register 1, the first numbers in the sequence of numbers are 254 for girls and 402 for boys, which may indicate that this register continues a number sequence from a previous register – possibly Unit 4 of VPRS 17894 / P1. This number sequence is continued through to the end of Register 3. | 1958–62 |

| Decription | Date range |
| --- | --- |
| Nursing and direct care |  |
| **Head Nurse’s Daily Report Book – Female Department***Volume; Permanent VPRS Number 7442 / P0001***Content**: Volumes recording Head Nurse of the Wards’ daily reports, listing significant events relating to the administration of the ward with particular emphasis on each resident’s welfare. Details recorded include the number of patients in each ward, the number usefully employed, the type and amount of drugs administered and to whom, those under special supervision, patients admitted, dead, escaped, out on trial leave, and ward transfers.Arranged in chronological order. The printed stationery has been altered to suit the purpose of the report writer. Some printed headings have been crossed out and ignored so further information under other categories can be recorded. | 1933–61 |
| **Head Nurse’s Daily Report Book – Male Department***Volume; Permanent VPRS Number 7441 / P0001***Content**: These volumes record Head Nurse of the Wards’ daily reports, listing significant events relating to the administration of the ward with particular emphasis on each resident’s welfare. Details recorded include the number of patients in each ward, the number usefully employed, the type and amount of drugs administered and to whom, those under special supervision, patients admitted, dead, escaped, out on trial leave, and ward transfers.Arranged in chronological order. The printed stationery has been altered to suit the purpose of the report writer. Some printed headings have been crossed out and ignored so further information under other categories can be recorded. | 1957–61 |
| Children’s Cottages (1929–62); Training Centre (1962–c.97)- accommodate and educate children with an intellectual disability. Renamed Children’s Cottages (1929) – also known as Kew Cottages Training Centre- proclaimed a Training Centre in 1962 pursuant to *Mental Health Act 1959* |  |
| Admission and discharge |  |
| **Deceased and Discharged Patients Index Cards** *Card ; Unappraised***Content**: Non-current patient index cards created at the time of admission, containing reports from the superintendent, and biographical and diagnostic information. These cards are for discharged or deceased patients in separate sequences and are arranged alphabetically by family name.  | 1940–92 |
| Patient/Trainee case management |  |
| **Reports of Superintendent as to Physical and Mental Condition of Patient** *Card ; Unappraised***Content**: This collection consists of sequences of patient index cards arranged alphabetically by family name. The cards record, on one side, the patient’s name, next of kin, date of birth and the ward in which he/she resides. On the other side are pasted copies of the periodic Report of Superintendent as to Physical and Mental Condition of Patient, and occasionally other reports such as from a social worker. | c1951 – 1984 |
| **Annual Patient Medical Examination Record Cards***File ; Unappraised***Content**: This collection contains cards that hold a brief record of the annual examination of patients. The cards are arranged alphabetically by patients’ names.  | 1956–77 |
| **Waiting List and Patient Records***Card ; Permanent VPRS Number 17841 / P0001***Content**: The records cover various aspects of the management of care of trainees at Kew Children’s Cottages, including conditions being treated, the waiting list for admittance, communication with the parents of residents, and the formation of a parents' association. | c.1950–c.67 |
| Trainee Psychology Files *File ; Temporary*Content: This collection consists of resident’s psychology files documenting patients’ psychological condition and behaviour management and assessment. The files are arranged in alphabetical order by patient’s family name. | 1948–2001 |
| **Trainee Information Files** *File ; Unappraised***Content**: This collection consists of Kew Cottages Adult Training Support Services trainee information files.  | 1930–94 |
| Trial Leave |  |
| **Short Term Trial Leave Registers (Kew Mental Hospital and Kew Cottages)***Volume; Permanent VPRS Number 7720 / P0001***Content**: This collection records the dates of short-term trial leave granted to male and female patients in the Kew Mental Hospital. Volume 1 in the series also records entries for the Children's Cottages.Entries are arranged chronologically by the month trial leave was granted. Each month is allocated a double page folio.In volume 1, entries for the Mental Hospital are recorded on the left and entries for the Children's Cottages on the right. Males and females are listed in separate columns. In volume 2, males are recorded on the left hand page and females on the right.Details recorded include date of admission, name of patient, date trial leave commences, date returned, whether voluntary or recommended patient. | 1954–75 |
| Warrants |  |
| **Male and Female Admission and Discharge Warrants for Voluntary Boarders.***Document ; Unappraised***Content**: Admission and discharge warrants for trainees admitted to or discharged from Kew Training Centre. Records are arranged chronologically by admission date or discharge date, whichever is later. Warrants may comprise a number of documents stapled or clipped together and could include admission warrant, supporting documentation, discharge warrant, notice of trainee’s death, and may include documents associated with earlier admissions. | 1962–921950–681962–921962–92 |
| Training Centre (1962–c1997)- proclaimed a Training Centre in 1962 pursuant to mental Health Act 1959 |  |
| Reporting of incidents and accidents |  |
| **Accident Book** *Volume; Unappraised***Content**: The accident book for the period 1967–75 summarises injuries to residents. The book includes name of patient, date/time/place and nature of the injury and name of person reporting the injury. | 1967–75 |
| Kew Cottages Unit 2 - Staff and Patient Bruise and Injury Books *Volume; Unappraised***Content**: A Patient Bruise and Injury Book (1976–89) for Kew Cottages Unit 2 and a Staff Injury Book (1981–87).  | 1976–89 |
| **Resident’s deaths** |  |
| **Death Registers** *Register ; Unappraised***Content**: Trainee/client death registers from Kew Training Centre. Registers contain information including patient name and date of admission and death; notification of next of kin; funeral arrangements; coroner’s case information. There are two volumes for the period 1974 to 2008. | 1974–2008 |
| **Art therapy** |  |
| **Patient Therapy Files***File ; Temporary***Content**: Files were generated in the Perkins Art Centre and detail therapy programs for individual patients.The records were destroyed in 1999. | 1977–85 |
| Training Centre (1962–c.97); Kew Residential Services (c1997–2008)- proclaimed a Training Centre in 1962 pursuant to *Mental Health Act 1959*- renamed Kew Residential Services c.1997 |  |
| Reporting of incidents and accidents |  |
| **Bruise and Injury Books***Volume; Unappraised***Content**: These records document minor injuries sustained by patients. There are one or several books for each residential unit but there are not books for all units. Entries within books are arranged chronologically. | 1977–2004 |
| Incident File*File ; Unappraised*Content: The patient file of a former resident of Kew Cottages including police statement. | 1990–2000 |
| Art therapy |  |
| **Perkin Arts Centre Patient Program Files** *File ; Unappraised***Content**: These disability patient program files (contents circa 1982–97) were maintained by the Perkin Arts Centre, Kew Residential Services (KRS) Disability Day Programs (DDP). The Perkin Arts Centre was designed as a training and recreational facility to meet the special requirements of intellectually disabled people and staffed by appropriately trained and dedicated teachers. The redevelopment of Kew Residential Services (formerly Kew Cottages) was completed in April 2008, when the last 100 residents moved into new homes on the site. These files comprise manila folders arranged alphabetically by patient surname. Files contain patient program referrals, assessments, plans and progress notes for individual patients.  | 1981–97 |
| Client monitoring |  |
| **Client Daily Contact Sheets***Card ; Temporary***Content**: This collection consists of contact sheets which document care of patients by staff each day. | 1996–97 |
| Kew Residential Services (c1997–2008) |  |
| Client case management |  |
| **Client Program Plans***Card ; Temporary***Content**: This collection contains, for a small number of residents (fewer than 10), individual patient program plans, records of contact with family and friends, nutrition and swallowing risk identification project checklists and consent forms. | 1997–2005 |
| Client Monitoring |  |
| **Day / Night Reports and Communication Books** *Volume; Temporary***Content**: This collection contains unit day and night reports and communications books to document events and to provide advice to staff at shift changes.  | 2000–08 |
| Kew Idiot Ward/Asylum (1887–1929); Children’s Cottages (1929–62); Training Centre (1962–c.97); Kew Residential Services (c1997–2008) - all of the facilities as per above descriptions |  |
| Admission and discharge |  |
| "Permanent Residents Bed Capacity" Books*Volume; Permanent VPRS Number 18131 / P0001***Content**: The purpose of this record was to enable the nursing administration to have at hand current summary information pertaining to residents under their care.The registers are each of a name index type which list names within an alphabetical section (A-Z plus Mc). The first register has separate sequences for female and male residents. The sequence for female residents displays the surname written in green pen. The sequence for male residents displays the surname written in red pen. The second register combines both maleand female residents.The third register is for male residents only.The following information (column headings) is recorded in each of the three registers:* Ward/unit (sometimes including a reference to the regional office which matches the listed address of relatives)
* Given names and surname (plus, sometimes, a nine digit number which is thought to be a Medicare or other medical insurance number)
* Date of birth
* Religion
* Date of admission
* Degree of retardation (this is a code based on the World Health Organisation (WHO) classification of mental retardation used at the time, in the format, for example, R24C. (R stands of Retardation; 2 from a range 0 to 5 indicates level of IQ; 4 in a range 0 to 9 indicates cause and type of handicap; C from a range B to P indicates additional conditions)
* Contact details of relatives (name, address, phone number)

Some entries have an ink “Discharge” or “Deceased” stamp placed in the last column, with a discharge date and place of discharge, or a deceased date.The earliest admission date listed in the first register for a resident appears to be 25 October 1905, however most admission dates listed are from the early 1950s to the early 1970s.Most of the additional entered information ranges from the 1960s to the 1980s.There is some loose correspondence scattered throughout the registers. These loose documents indicate that the registers were created and maintained in the Kew Nursing Office. It is likely that the registers were used by the nursing administration both to record residents’ current accommodation locations within the institution and to provide up-to-date contact information for next of kin and other significant people. This is supported by entries for those subjects being written in pencil which would permit them to be easily amended as information changed. | c.1960–c.2006 [information on residents back to 1905] |
| Medical records |  |
| Prescription Books *Volume; Unappraised***Content**: Prescription books. They record details of patients’ medications and administration. These volumes span a long of the 20th century and represent significant changes in both the development of pharmaceutical medicines and the treatment of patients’ conditions and diseases. | c.1905–98 |
| Departmental administration |  |
| Chief Executive Officer |  |
| Chief Executive Officer’s Files*File ; Unappraised***Content**: Material from the Chief Executive Officer (CEO) at the Children’s Cottages, Kew. The date range is 1947–87, but the material mainly relates to the 1970s and 1980s when Dr Brearty appears to have been CEO. The files are arranged according to an alpha-numeric control system and the titles of the files give a good indication and description of the contents. The material relates to the administration of the cottages particularly from the 1970s to 1987 and contains correspondence and memos dealing with a wide range of topics such as staffing (job applications, volunteers, rosters, conferences, training and grievances); patients (behavioural problems, transfers, injury reports, programs, outings and holidays); parents of patients (correspondence, support groups); visitors ( from schools, universities, media, community groups); funding and donations; committees (general administrative matters relating to policy and procedures). | 1947–87 |
| Chief Executive Officer Subject Files *File ; Unappraised*Content: The subject files of the Chief Executive Officer or Psychiatrist Superintendent from 1959–85. They are arranged by letter and number prefix and have individual file titles. The files contain correspondence and memoranda of the head of the Centre. The files cover a wide range of issues from correspondence from unit managers to outgoing memos to the Health Department and other government agencies such as the Public Trust Office. | 1959–85 |
| **Chief Executive Officer Policy Files** *File and volume ; Unappraised***Content**: Policy files from Kew Residential Services Chief Executive Officer. There is a variety of file types including Master Files that contain copies of every piece of correspondence generated under the CEO’s signature; Intellectual Disability Services (IDS) files, formal files in printed file covers and loose reports and other formal records in volume format.Subjects of files include: residents in general, children’s cottages, special school, nursing staff, food services, Willsmere and Moorakyne houses, psychiatric services, medical services, staffing, staff training, etc. The files are possibly for a personal filing system. | 1968 -1993 |
| Policy |  |
| Policy Files *File ; Unappraised***Content**: This collection consists of policy files, committee reports, action plans, 10 year plans, industrial relations, union meetings, budgets and other issues. The records are not arranged in any particular order. | 1957–2001 |
| **Policy Files (including Perkin Art Centre)** *File ; Unappraised***Content**: A collection of policy documents (also known as Eastern Region, Perkin Art Centre policy files) about Perkins Art Centre programs. The Perkin Arts Centre was a training and recreational facility for intellectually disabled people and staffed by appropriately trained and dedicated teachers. The collection includes administrative, staffing and operational records as well as minutes of various meeting and some patient related records. Predominantly pertaining to the Perkin Art Centre, information also included is the Geiger Adult Centre records, Muriel Slatter patient program records, and patient case conference notes. The Geiger Playhouse was completed in 1960. The Geiger Centre (theatre and kindergarten), incorporating the Geiger Playhouse, was built in 1973. | 1971–96 |
| Policy Files*File ; Unappraised***Content**: Policy files in relation to staff development, workplace manuals, monthly reports, statewide meeting minutes, pharmacy records, maintenance records, community visitors meetings minutes, executive meeting minutes, and Workcare. The records are not arranged in any particular order.  | 1983–94 |
| **Policy Files***File ; Unappraised***Content**: This is a mixed collection that contains administrative and general policy files. The files cover subjects such as dental nurses, laundry services, executive meeting minutes, personnel, stores, therapists, building maintenance, medical officers and services, psychologists, child protection services, Workcare, social workers, budgets and audits. The files are not arranged in any particular order | 1985–93 |
| **Policy and Procedure Files and Manuals** *File ; Unappraised***Content**: Extant records in this collection are administrative files associated with Kew Residential Services management responsibilities. They include minutes, operational manuals and procedures, reports, OH&S items, staffing etc. | 2000–06 |
| Investigations |  |
| **Disciplinary / Investigation Files (includes Janefield Training Centre, Kingsbury Training Centre and Kew Cottages)***File ; Unappraised***Content**: Manila folders with loose documentation, covering investigation into staff / patient situations in Community Residential Units. Some files have copies of ministerial briefings attached. Files relate mostly to Janefield or Kingsbury with a few files relating to Kew Cottages. | 1991–93 |
| **Investigations into Staff Misconduct (includes Janefield, Kingsbury and Pleasant Creek Training Centres, Kew Cottages,** **Malmsbury and Turana Youth Training Centres)***File ; Unappraised***Content**: Documents from the investigation into staff misconduct at Janefield Training Centre in 1992 and 1993: investigation unit working papers, reports, exhibits, transcripts of police interviews etc. Financial misconduct by staff was the main investigation but there were some allegations of staff sexual abuse of patients. Operation Janefield records are the majority but other investigations concern Kingsbury, Pleasant Creek, Malmsbury, Kew Cottages and Turana. The investigation carried out at Kew cottages was a more general review of cash books and ledgers at the trust office and at units. Staff files are in alphabetical order. All other files are in numerical order.  | 1992–93 |
| **1996 Fire Inquest Records** *File ; Unappraised***Content**: This collection pertains to the fire at Kew in April 1996. It comprises transcripts of the inquest proceedings, including copies of witness statements and other relevant papers. The records are arranged according to the date of the transcript.  | 1996–97 |
| 1996 Fire Inquest Files – Photocopies*File ; Unappraised***Content**: This collection consists of copies of original records created and accumulated during the investigation into the 1996 Kew Cottages fire. | 1996 |
| **1996 Fire Reports and Submissions** *File ; Unappraised***Content**: This collection contains records of the Department of Human Services and copies of reports related to the various investigations into the 1996 fire.  | 1996–97 |
| **Fire at Kew Residential Services – Files***File ; Unappraised*Content: This collection contains the Kew Residential Services records relating to a fire in Unit 30/3 in April 1996. The files were created for the Victoria Police Arson Squad and the Coroner's enquiry. | April 1996 |
| Patient Programs |  |
| **Program Files** *Box-Legacy ; Unappraised***Content**: Records comprise minutes of meetings including management, senior staff, placement, executive, and information technology. There is also material regarding the program services manual and requests to receive patients. | 1950–89 |
| **Day Program Video Cassette Tapes** *Video cassette ; Unappraised***Content**: Kew Children's Cottages day program video cassette tapes. Some record activities of the centre and others are resource material. Some of the video tapes were lent to La Trobe University's Faculty of Humanities and Social Sciences in relation to the History of Kew Residential Services Research Project. Many of these Kew Children's Cottages day program video cassette tapes have labels affixed listing staff and patient names. | 1975–95 |
| **Coordinator of Programs’ Subject Files** *File ; Unappraised***Content**: The working papers of the coordinator of programs who administered all programs at Kew from 1986 following a reorganisation of internal administration. Issues include broad policy matters, as well as staffing and administration. Also minutes of the cottage communities, Geiger, Hamer and Smorgon, and correspondence between the communities and central executive. The files are in approximate alphabetical order by file title. | 1986–87 |
| **Administration Records***File ; Unappraised***Content**: A mix of administrative and patient-centred records. The patient records relate to planning, delivering and monitoring patient centred therapy to unit residents.  | 1988–2007 |
| Nursing education, employment and management |  |
| **Director of Nursing, Subject Files***File ; Unappraised***Content**: Files created by the Director of Nursing, containing meeting minutes from various groups and committees, memos, correspondence and reports. Subjects include nurse training and occupational therapy. Files are in alphabetical order by file title.  | 1965–90 |
| **Student Nurse Cards Mental Deficiency Nursing***Card ; Permanent VPRS Number 18217 / P0001***Content**: Individual student cards noting the progress and results of students undertaking the Mental Deficiency Nursing course at Kew Cottages. The Mental Deficiency Nurse was expected to acquaint him/herself with knowledge regarding child development, infant and child care as well as paediatric nursing.The period of training was 3 years from the date of entry into the Preliminary Training School. General trained nurses wishing to undertake post-basic Mental Deficiency Nurse training were granted a concession in training by the Victorian Nursing Council.Details on the cards include:* Name
* Date of birth
* Next of kin
* Home address
* Educational standard attained
* Date of entry to course
* Test results
* Comments about the student, including any difficulties experienced or abilities demonstrated.
* Periods of leave from the course (e.g. Annual Leave).

[Cross referenced to the Nursing Student and Staff Records finding aid] | 1978–82 |
| **Nursing Staff Cards** *Card ; Permanent VPRS Number 18216 / P0001***Content**: This collection consists of cards used to document nursing staff employed at Kew Cottages. It is thought that these cards were of nurses who had resigned. The Nursing Staff Cards are a summary record documenting the employment details of nurses employed at Kew Cottages for the period covered by the cards.Details include:* Name
* Address
* Date of birth
* Date of commencement and resignation
* Reason for departure
* Country of birth
* Last employment
* Annual Leave, Sick Leave, Special Leave, Long Service Leave
* Ward Report

[Cross referenced to the Nursing Student and Staff Records finding aid] | 1960–84 |
| Personnel / payroll  |  |
| **Staff Salary Cards** *Card ; Unappraised***Content**: Salary cards for staff employed at Kew Children’s Cottages. The cards record salary and allowance entitlements for staff and are arranged alphabetically by staff family names. | 1920–86 |
| **Staff Establishment Cards** *Card ; Unappraised***Content**: A card for each approved and funded staff position at Kew Children’s Cottages, with names of individuals employed in each position.  | 1920–86 |
| **Staff Appointment Cards and Staff Establishment Cards (Includes Hillside, Illoura, The Gables)***Card ; Unappraised***Content**: There are two sequences of cards in this collection related to Kew Residential Services staff. One set (blue) relate to Hillside, Illoura and The Gables and show role (position) occupants by name, role occupied and name of the home it relates to. The second set of cards (yellow) is arranged alphabetically by surname and shows the names and dates of birth of employees but not their locations. It is assumed that staff were employed at Kew/Willsmere. Names are not duplicated in the sets of cards. | 1970–89 |
| **Workers Compensation Files** *File ; Unappraised***Content**: Disease, Injury, Near-miss and Accident (DINMA) reports and workers claims for compensation forms (contents 1980–94) maintained by the Children’s Cottages Kew Workcare Unit. They are arranged in annual batches by employee family name.  | 1980–94 |
| **Staff Rosters and Timesheets***Bundle ; Temporary***Content**: staff rosters and timesheets.The records are arranged chronologically. | 1984–2008 |
| **Staff Records, Willsmere Hospital and Kew Children’s Cottages** *Bundle ; Temporary***Content**: This collection comprises staff records held by the Personnel Departments at Willsmere Hospital Kew and Children’s Cottages Kew.Many of the Willsmere Hospital staff and their records were transferred to the Children’s Cottages and other Departmental locations as a result of Willsmere’s decommissioning in December 1988. Records in this large bundle are very loosely arranged by record type and employee surnames and were destined to be attached to individual staff personal files.  | 1985–90 |
| **Staff Appointment Cards***Card ; Unappraised***Content**: A small set of yellow Staff Appointment cards (incomplete) arranged alphabetically by surname, detailing employees’ names and dates of birth, date and location of appointment (most of the columns have not been used). This set of cards relates to people who worked in the inner east region and the north, The cards usually cite street locations for the offices the staff worked in. There are also cards for St Gabriel’s and Kew Cottages personnel. | 1985–89 |
| **Volunteers** *File and Volume ; Unappraised***Content**: The Kew Residential Services records relating to the involvement and activities of volunteers at Kew Residential Services. It includes also a register of volunteers at Kew Residential Services. | 1992–2001  |
| **Staff Files, Disability Day Programs (DDP)** *File ; Temporary***Content**: Personal Staff Files relating to employees of Kew Residential Services (KRS) Disability Day Programs (DDP). The records are predominantly photocopies of documents, contained in manila folders arranged in alphabetical order by employee surname. They provide information such as leave, staff movement advice, performance agreements and reviews, employment contracts, incident report forms, worker's compensation claims and so on. | 1994–99 |
| Finance and accounting |  |
| **Revenue Account Cash Book** *Volume; Temporary***Content**: A cash book documenting transactions against the Kew Cottages revenue account. | 1962–89 |
| **Housekeeping Expenditure Books, Unit 23***Volume; Temporary***Content**: This is a financial record composed of housekeeping expenditure books relating to Kew Residential Services Unit 23, Flats 1 – 4.  | 2003–07 |
| **Patient Personal Finance Records (CERS) / (CAMS)** *File ; Temporary***Content**: Records relating to the management of resident patient finances.  | 2004–08 |
| Intellectual Disability Review Panel |  |
| **Statements of advice provided by Intellectual Disability Review Panel regarding patients relocated from Kew Residential Services Houses** *File ; Temporary***Content**: For residents who relocated to community houses, these files comprise statements of advice provided by the Intellectual Disability Review Panels in relation to individual patients. The files may include copies of correspondence and draft and final general service plans. There is no obvious system of arrangement.The *Intellectually Disabled Persons Act 1986* provided for the establishment of an Intellectual Disability Review Panel. Its functions were (a) to review the cases of security residents; and(b) to review decisions and makerecommendations under section 52; and(c) to advise the Minister or the Director-General on any matter referred to it by theMinister or the Director-General; and(d) such other functions as are specified in the Act. | 2004–07 |
| Placement Committee |  |
| **Placement Committee Meeting Minutes***Volume; Unappraised***Content**: The Placement Committee meeting minutes cover the period 1975–80. The placement committee met to consider transfers of patients between units, and placement of new residents according to needs and available beds. The front of the volume has two index pages pasted in, which indexes patient names to the meeting minutes. The majority of the book is unused. | 1975–80 |
| Facilities management |  |
| **Centre Facilities Management Maintenance Records** *File ; Temporary***Content**: Temporary records relating to vehicle and facilities maintenance. The facilities maintenance records are retained as long-term temporary records as they are assessed as being records that document fit-outs of properties where asbestos was present. The records were destroyed by 2012. | 2002–04 |
| Incidents |  |
| **Category 2 Incident Reports** *File ; Unappraised***Content**: Records in this collection are varied and include category 2 incident reports, fire awareness audits, bruise and injury books and DINMA (disease injury near miss accident) reports. | 1991–2006 |
| Unit reporting and administration |  |
| **Unit and Avenue Hostel Records***Files and volumes ; Temporary***Content**: This collection contains a variety of records created in a number of wards of Kew Cottages, including ward report books, medication and communication books, and administrative records. These records were destroyed in 2004. | 1953–91 |
| **Unit Reports and Unit Administration records** *File ; Temporary***Content**: A variety of Kew Residential Services unit administrative records. The records were destroyed in 2012. | 1991–2005 |
| **Unit Financial and Administration Records** *File ; Temporary***Content**: A variety of financial and general administrative records. The records were authorised for destruction in 2012. | 1998–2005 |
| Closure of Kew Residential Services |  |
| **Memory Books** *Volume; Unappraised***Content**: Two bound volumes containing comments and reflections from Kew Residential Services (KRS) direct care and other staff. The volumes appear to have started in 2004 and continued until KRS closed in 2008. Each volume has a printed label on the front cover which reads, “Memory Book Kew Residential Services.” | 2003–08 |
| General administration |  |
| Administrative Records *File ; Unappraised*Content: The records in this collection are formal, general administrative and correspondence files created by the Kew Residential Services. The files are arranged sequentially by an alpha-numeric number. A small number of administrative files have the prefix ADF. The majority of files have the prefix EMR which stands for “Eastern Metropolitan Region”. | 1996–2006 |
| History of a resident  |  |
| Manuscript Copy of Book on The Life of Dolly Stainer*File ; Unappraised*Content: This item comprises a manuscript copy of a 2002 publication, *The Life of Dolly Stainer* written by Cliff Judge and Fran Van Brummelen. Dolly was a resident of Children’s Cottages Kew from 1915 aged 4 years until she left as an adult in 1990. This book documents her life and weaves the events into a story of the institution.  | 2002 |