

The Children's Society
Records and Archives Centre



Catalogue of records relating to Corfield House Home, Rustington, Sussex



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Corfield House Home, Rustington, Sussex, was opened in 1951.

In 1971, Fairlight Home (The Blanche Wimbridge Trust), which was also based in Rustington, closed down, and the residents and some of the staff from the Fairlight Home were moved into Corfield House Home.

Corfield House Home closed in 1981.

More information about Corfield House Home can be found on the Hidden Lives Revealed website: <http://www.hiddenlives.org.uk/homes/RUSTI01.html>

This catalogue lists records held at The Children's Society Records and Archives Centre that relate to Corfield House Home, Rustington, Sussex.

There are three parts to the catalogue:

- **TCS/F/02/088** (pages 3-4) – Records that were created and used by the home itself.
 - **TCS/F/07** (pages 5-8) – Records relating to the home that were created and used by the Homes Department as part of its "Green files" series.
 - **TCS/J/03** (pages 9-11) – Records relating to the home that were created and used by Estates Department as part of its "Pink files" series.
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The following records held by The Children's Society Records and Archives Centre also relate to Corfield House Home, Rustington, Sussex, but are not listed in this catalogue:

- Records of Fairlight Home (The Blanche Wimbridge Trust), Rustington, Sussex, can be found in TCS/F/02/089.
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A note on the name of The Children's Society:

The Children's Society has undergone a number of name changes during its lifetime. From its founding in 1881 until 1883, it was known as *The Church of England Central Home for Waifs and Strays*; from 1883 until 1893, it was known as *The Church of England Central Society for Providing Homes for Waifs and Strays*; and from 1893 until 1946, it was known as *The Church of England Incorporated Society for Providing Homes for Waifs and Strays*. Throughout this time, from 1881 until 1946, The Children's Society was commonly called *The Waifs and Strays Society*.

In 1946, it gained the name which is still its legal title, *The Church of England Children's Society*, even though it was renamed *The Children's Society* in 1982.

In order to avoid confusion in this catalogue when referring to The Children's Society and its previous incarnations, *The Children's Society* has been used for all records that date after 1946, and *The Society* has been used for all records that date before 1946.

How to access the records listed in this catalogue

Open records

It is possible to view, in person, any of the records in this catalogue that have their access status listed as open.

These records will be made available, by appointment only, at our Records and Archives Centre in London.

Please note: Because we have a limited number of staff, it will not be possible to view records without an appointment. It is preferred that requests reflect bona fide interests or projects.

Appointments can be made by contacting the Records and Archives Centre and outlining the research you wish to undertake. You can contact us using any of the methods below:

- **Email:** archives@childrenssociety.org.uk
 - **Telephone:** +44 (0)20 7232 2966
 - **Post:** Records and Archives Centre, The Children's Society, Edward Rudolf House, Margery Street, London, WC1X 0JL.
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Closed records

Some of the records in this catalogue may have their access status listed as closed. These records have been closed because they contain personal information relating to living individuals. All closed records have been given a closure date to show when they will be transferred to open access.

In certain circumstances, it may be possible to view closed records before the closure date has passed. Decisions to grant access to closed records will depend on the records themselves and the nature of the research to be undertaken, and so will be made by the archivist on a case-by-case basis. The Children's Society reserves the right not to make certain records available.

Please contact the archivist at the Records and Archives Centre for further information:

- **Email:** archives@childrenssociety.org.uk
- **Telephone:** +44 (0)20 7232 2966
- **Post:** Records and Archives Centre, The Children's Society, Edward Rudolf House, Margery Street, London, WC1X 0JL.

TCS/F/02/088:
Records of Corfield House Home, Rustington, Sussex

These are records that were created and used by Corfield House Home, Rustington, Sussex.

[Corfield House, Rustington] Minutes of the local committee, 1965-1981

TCS/F/02/088/01/01:
[Corfield House, Rustington] Minute book of the local committee
Jan 1965-Nov 1971

Contains signed minutes (minutes of the meetings held on in February 1968 and July-September 1971 are unsigned).

At the front of the volume, contains a list of names and addresses of committee members, 1951-1969.

Extent: 1 volume

Access status: Closed until 01/01/2072

Contains personal data relating to living individuals.

Access to closed material may be reviewed on request by the archivist.

TCS/F/02/088/01/02:
[Corfield House, Rustington] Minutes of the local committee
Jan 1972-Jun 1981

Contains signed minutes (including minutes of the last meeting of the committee on 16 June 1981).

Extent: 1 file

Access status: Closed until 01/01/2082

Contains personal data relating to living individuals.

Access to closed material may be reviewed on request by the archivist.

[Corfield House, Rustington] Gifts books, 1968-1978

TCS/F/02/088/02/01:
[Corfield House, Rustington] Gifts book
1968-1978

Contains a list of the gifts and donations received by the home, giving the addresses of the donors. Arranged chronologically by date received.

At the front of the volume, contains letters sent with gifts and donations, 1977.

Extent: 1 volume

Access status: Closed until 01/01/2079

Contains personal data relating to living individuals.

Access to closed material may be reviewed on request by the archivist.

**TCS/F/02/088/03:
[Corfield House, Rustington] Admissions register**

1952-1981

Register of children admitted to the home, 1952-1979. For each child, the register gives their name, date of birth, date of admission to the home, dates of baptism and confirmation, date and reason for discharge from the home, and parents' address.

Indexed by children's name at the front of the volume.

The covering dates for this register span the life of the home, so it is likely that this is the only admissions register for the home.

Extent: 1 volume

Access status: Closed until 01/01/2077

Contains personal data relating to living individuals.

Access to closed material may be reviewed on request by the archivist.

[Corfield House, Rustington] Registers of punishments, 1954-1981

**TCS/F/02/088/04/01:
[Corfield House, Rustington] Register of punishments**

1954-1981

Register of punishments given to children at the home.

For each incident the register gives the date the punishment was given, the name of the child punished, a brief account of why they were punished, and a description of the punishment given. From October 1977 onwards, the register also gives the name of the member of staff who applied the punishment.

Months in which no punishments were given are noted in the register.

The front of the volume, contains a list of rules for staff to follow when giving punishments, c1954.

Extent: 1 volume

Access status: Closed until 01/01/2082

Contains personal data relating to living individuals.

Access to closed material may be reviewed on request by the archivist.

[Corfield House, Rustington] Visitors books, 1952-1971

**TCS/F/02/088/05/01:
[Corfield House, Rustington] Visitors book**

1952-1971

Book containing the signatures of visitors to the home. Some visitors also give their address, and some give a reason for their visit.

Extent: 1 volume

Access status: Closed until 01/01/2072

Contains personal data relating to living individuals.

Access to closed material may be reviewed on request by the archivist.

TCS/F/07:
Head office home management files: "Green files"

The "Green files" are a series of files compiled by the Homes Department relating to individual children's homes. Listed below are the files from this series that relate to Corfield House Home, Rustington, Sussex.

TCS/F/07/79:
**File of correspondence and documents relating to the running of Corfield
House Home, Rustington, Sussex**

1964-1973

Contains the following:

- Unsigned minutes of a meeting of the heads of diabetic hostels, 1964.
- Correspondence between The Children's Society and the home regarding refurbishments and equipment bought for the home, 1964-1973.
- Correspondence, between The Children's Society and the home, and reports regarding visits to the home, 1964-1973.
- Correspondence between The Children's Society and the home regarding staff issues, 1964-1973.
- Reports on the behavioural problems of certain children in the home, 1966.
- Correspondence between The Children's Society and the home regarding a holiday exchange for children from the home to visit Palingswick House, London, 1967.
- Letter from the home to The Children's Society regarding the admission of a child, 1967.
- Report on the foundation of a Professional Services Section of the British Diabetic Association, 1968.
- Correspondence between The Children's Society and the home regarding pocket money for the children at the home, 1968-1969.
- Correspondence between The Children's Society, the home, the British Diabetic Association, and the Department of Health and Social Security, regarding a postgraduate training scheme for nurses working with diabetic children, 1969-1970.
- Budget estimates for special outings, presents, and toys for the home, with related correspondence between The Children's Society and the home, 1970-1974.
- Correspondence between The Children's Society and a student regarding the history of the home, 1971.
- Unsigned minutes of a staff meeting at the home, 1973.

Extent: 1 file

Access status: Closed until 01/01/2074

Contains personal data relating to living individuals.

Access to closed material may be reviewed on request by the archivist.

TCS/F/07/80:

**File of copy minutes of the local committee of Corfield House Home,
Rustington, Sussex, with attached reports from visits to the home**

1971-1980

Copy minutes with attached reports, 1971-1980. Some of the minutes are annotated.

Also contains correspondence between The Children's Society and the home,
arranging visits to the home, 1971-1973.

Extent: 1 file

Access status: Closed until 01/01/2081

Contains personal data relating to living individuals.

Access to closed material may be reviewed on request by the archivist.

TCS/F/07/81:

**File of correspondence and documents relating to the running of Corfield
House Home, Rustington, Sussex**

1952-1981

Contains the following:

- Correspondence, dated 1952, 1971, between The Children's Society, the home, the Home Office, and the Department of Health and Social Security, regarding the registration of the home as a voluntary home under the Children Act 1948. Includes completed application forms for registration, 1952, 1971.

- Bundle of correspondence between The Children's Society, the home, members of the home's local committee, a person whose property adjoined the home, and Barclays Bank Ltd, 1953-1981. Includes correspondence relating to: the formation of the home's local committee, 1953; the appointment and resignation of local committee members, 1968-1978; the work of the home's local committee, 1969-1976; the amalgamation of the home with Fairlight Home (The Blanche Wimbridge Trust), Rustington, Sussex, 1971; a complaint from an adjoining property about the orchard on the home grounds, 1980; and the closure of the home, 1981. Also includes: unsigned minutes of the SE Area Houseparents Meeting, 5 October 1971; and lists of members of the home's local committee, giving their name, address, phone number, the date they joined the committee, and dates for committee meetings during the year, 1973-1977, 1980-1981.

- Bundle of correspondence between The Children's Society, the home, staff at the home, the Corfield family, the British Diabetic Association, Billinghamursts at Bucklersbury, London, solicitors, West Sussex County Council, and local residents, 1967-1981. Includes correspondence relating to: repairs and improvements to the home, 1967-1974; accounts for the home, 1969-1970; staffing at the home, 1969-1981; the work of the Visiting Diabetes Specialist at the home, 1970; visits to the home, 1970; the amalgamation of the home with Fairlight Home (The Blanche Wimbridge Trust), Rustington, Sussex, 1971; a campaign to raise money for a minibus for the home, 1971; plans for intermediate treatment at the home, 1976; and the closure of the home, 1980-1981. Also includes reports on the home made to the Residential and Day Care Committee, 1971-1972, 1979-1981.

Extent: 1 file

Access status: Closed until 01/01/2082

Contains personal data relating to living individuals.

Access to closed material may be reviewed on request by the archivist.

TCS/F/07/82:

**File of reports and correspondence relating to the running of Corfield House
Home, Rustington, Sussex**

c1949-1979

Contains the following:

- Unsigned minutes of a staff meeting at the home, 31 January 1974.
 - Monthly reports on visits to the home from the Area Adviser, 1974-1978.
 - Correspondence between The Children's Society and the home regarding building and improvement works at the home, 1974-1978.
 - Correspondence between The Children's Society and the home regarding staffing at the home, 1974-1978.
 - Accounts giving the budgets for the home, with related correspondence, 1974-1978.
 - Correspondence between The Children's Society and the home regarding the purchase of equipment for the home, 1974-1979.
 - Unsigned minutes of a meeting of the Residential and Day Care Committee, 20 November 1975.
 - Agenda for reviews of the children at the home, 1975.
 - Correspondence between The Children's Society and the home regarding fire drills at the home, 1975.
 - Correspondence between The Children's Society and the home regarding visits to the home, 1975-1978.
 - Lists of staff at the home, giving their post and grade, c1976, 1978.
 - Correspondence between The Children's Society and the home regarding the future of the home, 1976-1978.
 - Correspondence between The Children's Society and the home regarding the functioning of the home's local committee, 1976-1978.
 - A table giving the budgets of a number of The Children's Society's homes in the South East, also stating the number of children and number of staff in each home, 1977-1978.
 - Unsigned and annotated minutes of a meeting held at the home, 5 October 1978.
 - Correspondence between Area Social Work Officers and parents regarding certain children at the home, 1978.
 - Report from the home about a fight between two children at the home, 1978.
 - A list of the training to be undertaken by members of staff at the home, 1978.
 - Correspondence between The Children's Society and the home regarding a birthday party for one of the young people at the home, 1978-1979.
- Also includes a printed booklet, c1949, called 'Fairlight Lodge or Lantern House', containing memoirs of GD Martineau from his time at Fairlight Lodge [later Fairlight Home (The Blanche Wimbridge Trust), Rustington, Sussex] as a child, originally published in 1935 in the 'Sussex County Magazine'. Includes photographs of the interior and exterior of Fairlight Lodge.

Extent: 1 file

Access status: Closed until 01/01/2080

Contains personal data relating to living individuals.

Access to closed material may be reviewed on request by the archivist.

TCS/F/07/83:

**File of correspondence and documents relating to the running and closure of
Corfield House Home, Rustington, Sussex**

1978-1981

Contains the following:

- Annual report on a visit to the home from the Area Adviser, 1978.
- Correspondence between The Children's Society and the SE Regional Director regarding building and improvement work at the home, 1978-1980.
- Budgets for the home with related correspondence between The Children's Society and the home, 1978-1981.
- Correspondence between The Children's Society and Colletts at Alphington, Exeter, regarding the purchase of equipment for the home, 1978-1981.
- Draft handouts advertising the home, 1979.
- Letter from the Area Social Work Officer to the SE Regional Director regarding reviews at the school, 1979.
- Correspondence between The Children's Society and the Area Adviser regarding the insurance for the home. 1979.
- Signed minutes of evaluation meetings at the home, 2 February 1979-8 May 1981 (minutes of the meetings held on 16 May 1980 and 24 September 1979 are unsigned). Some of the minutes are annotated.
- Reports on the home given to the Residential and Day Care Committee, with related extracts from the minutes of the Residential and Day Care Committee, and correspondence regarding attendance of meetings of the Residential and Day Care Committee, 1979-1981.
- Correspondence between The Children's Society, the home, and staff, regarding staff issues at the home, 1979-1981.
- Correspondence between The Children's Society, the home and the London Borough of Croydon, regarding the placement of children at the home, 1980.
- Correspondence between The Children's Society, people with property adjoining the home, and Arun District Council, regarding the upkeep of the home's garden, 1980-1981.
- Correspondence between The Children's Society, members of the home's local committee, Eastergate Car Spares, the Department of Health and Social Security, the London Borough of Southwark, and West Sussex County Council, regarding the closure of the home, 1980-1981.
- Correspondence between The Children's Society, the home, Radcliffes and Company at Westminster, London, solicitors, and Cluttons at Great College Street, London, regarding the sale of the home and its contents, 1980-1981.

Extent: 1 file

Access status: Closed until 01/01/2082

Contains personal data relating to living individuals.

Access to closed material may be reviewed on request by the archivist.

TCS/J/03:
Estates files regarding children's homes and projects: "Pink files"

The "Pink files" are a series of files compiled by the Estates Department relating to individual children's homes. Listed below are the files from this series that relate to Corfield House Home, Rustington, Sussex.

TCS/J/03/110:
File of financial correspondence and documents for Corfield House Home, Rustington, Sussex

1970-1982

Contains notes, correspondence and forms regarding budgets and accounts for the home, receipts of donations to the home, and the payment of bills, taxes and staff wages for the home.

Includes accounts for the home, 1972-1975, 1981.

Extent: 1 file

Access status: Closed until 01/01/2076

Contains personal data relating to living individuals.

Access to closed material may be reviewed on request by the archivist.

TCS/J/03/111:
File of correspondence and documents relating to the sale of property at Corfield House Home, Rustington, Sussex

1957-1981

Contains the following:

- Correspondence between The Children's Society and Worthing Rural District Council regarding the sale, by the executors of Stephen Easter, of land near Fairlight Home (The Blanche Wimbridge Trust), Rustington, Sussex, 1957.
- Correspondence between The Children's Society, the home, Holmes, Campbell and Company at Littlehampton, Sussex, solicitors, Bernard Tucker and Son in Rustington, Sussex, E Clifford Smith at Littlehampton, Heasman and Partners at Rustington, Sussex, auctioneers, surveyors, valuers and estate agents, and the Charity Commission, regarding the sale of a piece of land opposite the home by The Children's Society, 1956-1958. Includes an order from the Charity Commission allowing The Children's Society to sell the property, 1958.
- Correspondence between The Children's Society and the home, regarding the amalgamation of the home with Fairlight Home (The Blanche Wimbridge Trust), Rustington, Sussex, 1971.
- Correspondence between The Children's Society, the home, and Cluttons at Gosvenor Street, London, and St Bride Street, London, chartered surveyors, regarding the proposed sale of part of the home's property, 1974-1977. Includes plans of the land to be sold, 1974.
- Correspondence between The Children's Society, Cluttons at Maidstone, Kent, and Great College Street, London, chartered surveyors, Radcliffes and Company at Westminster, London, solicitors, the Coke Hole Trust, and Arun District Council, regarding the sale of the home and its contents, 1981. Includes sale particulars for the home, prepared by Cluttons, with a photograph of the exterior of the home, 1980-1981.
- A report on the home made to the Residential and Day Care Committee, 1981.

Extent: 1 file

Access status: Closed until 01/01/2082

Contains personal data relating to living individuals.

Access to closed material may be reviewed on request by the archivist.

TCS/J/05/113:

Mirror image copy of plans and elevations showing proposed additions to Corfield House Home, Rustington, Sussex

c1960

Drawn by Egerton W Owen at Littlehampton, Sussex, chartered architect, February 1960. Copy made c1960.

Extent: 1 item

Access status: Open

TCS/J/05/114:

Mirror image copy of plans showing proposed alterations to Corfield House Home, Rustington, Sussex

c1950

Drawn by Hugh Roberts and Davies, 11 July 1950. Copy made c1950.

Extent: 1 item

Access status: Open

TCS/J/05/115:

Plan of the ground floor of Corfield House Home, Rustington, Sussex

Apr 1978

[It's likely that this plan was drawn by the Building Department.]

Extent: 1 item

Access status: Open

TCS/J/05/116:

Plan of the first floor of Corfield House Home, Rustington, Sussex

Apr 1978

[It's likely that this plan was drawn by the Building Department.]

Extent: 1 item

Access status: Open

TCS/J/05/117:

Plan of the second and third floors of Corfield House Home, Rustington, Sussex

Apr 1978

[It's likely that this plan was drawn by the Building Department.]

Extent: 1 item

Access status: Open

TCS/J/05/118:

Plan of the first floor kitchen at Corfield House Home, Rustington, Sussex

Aug 1978

Drawn by the Building Department.

Extent: 1 item

Access status: Open

The Children's Society Records and Archives Centre
TCS/J/03 – Estates files (Pink files) relating to Corfield House Home, Rustington, Sussex

TCS/J/05/119:
Plans and elevations showing proposed alterations to the bathrooms at
Corfield House Home, Rustington, Sussex

Dec 1979

Drawn by the Building Department.

Extent: 1 item

Access status: Open