

**The rules and orders for the government of the Royal Hospitals of Bridewell and Bethlem : with the charge to the governors, and the duties of the several officers and servants / [George Hume ... Henry M. Vane ; approved by John Romilly ... Benjamin Scott ... G. Grey].**

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THE  
ROYAL HOSPITALS  
OF  
BRIDEWELL AND BETHLEM.

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RULES AND ORDERS.

THE  
ROYAL SOCIETY

RESOLUTIONS AND BY-LAWS

RULES AND ORDERS

THE  
RULES AND ORDERS  
FOR THE  
GOVERNMENT  
OF  
THE ROYAL HOSPITALS  
OF  
BRIDEWELL AND BETHLEM,  
WITH  
THE CHARGE TO THE GOVERNORS,  
AND THE DUTIES OF THE SEVERAL  
OFFICERS AND SERVANTS.

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MDCCCLXVIII.

THE

REGULATIONS AND ORDERS

OF THE

GOVERNMENT

OF THE ROYAL HORTICULTURAL

AND BOTANICAL SOCIETY

OF GREAT BRITAIN

AND IRELAND

AS APPLICABLE TO THE

MEMBERS

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BRITISH HOSPITAL

General and Control of the Hospital

General Control

The Hospital

The Hospital

The Hospital

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THE CHARGE TO EVERY GOVERNOR,  
ON HIS ADMISSION.

*To be given in the presence of the President, or Treasurer, and other  
Governors, assembled in Court.\**

SIR,—You have been elected, and are come to be admitted, a Governor of the Royal Hospitals of Bridewell and Bethlem; a station of great honour and trust, which will afford you many opportunities of promoting the glory of GOD, and the welfare of your fellow-creatures; for in these Hospitals a provision is made for employing and correcting idle, vagrant, and disorderly persons, and educating poor children in honest trades; and also for maintaining and curing needy and deplorable lunatics.

The distribution of the revenues designed by royal bounty, and many charitable persons, for those truly noble and excellent purposes, is now about to be committed to your care; and you are hereby solemnly required, and earnestly requested, to discharge your duty in this behalf with such conscientious regard, that you may appear with joy at the Judgment-seat of CHRIST; when a particular account will be taken of all the offices of charity in which we have abounded towards our poor brethren; and a peculiar reward conferred on those who have with fidelity and zeal performed them.

In confidence that you will diligently attend to this good work, you are now admitted a GOVERNOR of the HOSPITALS OF BRIDEWELL AND BETHLEM.

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\* Written by Bishop Atterbury.

# THE CHARGE TO EVERY GOVERNOR

## ON HIS ADMISSON

It is given in the name of the Governor of the State of New York, and the  
Governor, in the name of the State.

That—You have been elected, and are about to be  
admitted a Governor of the State of New York, and that  
well and wisely; a nation of great honor and trust,  
which will afford you every opportunity of promoting  
the glory of God, and the welfare of your fellow-  
citizens; for in that hospital a provision is made  
for amply, and for ever, this year, and the  
orderly persons, and especially poor children in need  
of aid; and of the maintenance and curing, and  
deplorable families.

The district of the revenue, designed by royal  
donors, and many, capable persons, for their early  
trials and excellent purposes, is not about to be com-  
mitted to your care; and you are hereby solemnly  
requested, and earnestly requested, to do your duty  
in this behalf, with such consideration regard that you  
may appear with joy at the judgment-seat of God;  
when a particular account will be taken of all the orders  
of charity in which we have expended towards our poor  
children; and a particular account will be taken of all the orders  
made with liberty and full indulgence that  
in confidence that you will diligently attend to this  
charge, and that you will diligently attend to this  
charge, and that you will diligently attend to this

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RULES AND ORDERS  
FOR THE  
GOVERNMENT OF THE ROYAL HOSPITALS  
OF  
BRIDEWELL AND BETHLEM.

GENERAL COURTS.

1. FOUR General Courts are to be held every year, <sup>When to be held.</sup> *viz.*, one in January, one in April, one in June, and one in November; and others as often as the President, or in case of his illness or absence, the Treasurer may think proper, or may be required to hold by a resolution of the Committee, or by a requisition in writing, signed by thirteen Governors at the least.

2. The Chair is always to be taken at twelve <sup>Formation of the Court.</sup> o'clock, but no business is to be proceeded upon, till there be Eight Governors present.

3. All Summonses (except in cases of sudden <sup>Summonses</sup> emergency) are to be issued at least one week before every Court-day, and notices of such special business as the Court, the Committee, the President or the Treasurer shall direct, are to be inserted in them.

Minutes to  
be read at  
every Court.

4. At all Courts, whether Special or General, the Minutes of the preceding Court are to be read, in order that the Governors present may be satisfied that they have been correctly recorded.

Minutes of  
Committee.

5. The Minutes of the Proceedings of each Committee are to be read at the next Court.

Elections  
and  
Questions.

6. All Elections and questions to be decided by the votes of the Governors, to be by open voting. The President or the Chairman on the occasion, to have, in cases of equality, a second or casting vote.

Rules and  
Orders, re-  
scinding or  
altering.

7. No Motion is to be made for rescinding or altering any of the Rules and Orders of these Hospitals or for making any new Rule or Order, unless notice thereof have been given in writing at the preceding Court.

Accounts.

8. At the first Court in every year, after the Accounts of the Hospitals have been Audited, a statement of such Accounts, made up to the close of the preceding year, is to be submitted; after which it is to be printed, and a copy sent to every Governor.

Elections of  
Governors  
on Commit-  
tee, &c.

9. At the April Court in every year vacancies in the Committee are to be filled up, and at the same Court all the Officers of the Hospitals appointed by the Court are to be elected, for the ensuing year.

## GENERAL COMMITTEE.

10. There is to be one responsible and effective Constitution. Committee, consisting of the President, Treasurer, forty-two Governors, to conduct the affairs of these Hospitals, who are to divide and arrange themselves for the general management thereof. Five to be a Quorum.

11. Six Members in rotation are to retire every Members going off. year and their places are to be supplied at the April Court. No Member is to continue more than seven years upon the Committee, but after an absence of one year is to be eligible for re-election.

12. In case of a vacancy in the Committee, by Vacancies by Death or Resignation death or resignation, the ensuing April Court is to elect a Governor to fill it up, for the same number of years as the person who occasioned the vacancy had to serve.

13. The Committee is to be summoned to meet at When to meet. the Hospital at Bridewell on the second Monday in every month, except August and September, and at such other times as the President or Treasurer may think fit.

*General  
Committee.*  
Summonses  
for Special  
Committees

14. In all Summonses issued for Special Committees, the subject to be taken into consideration is to be inserted.

Bankers'  
Books and  
Cash Books.

15. The Bankers' Book, and the Cash Book of the Clerk, Receiver and Accountant are to be laid on the Table at every Committee.

16. At the April Committee in every year all the Officers of the Hospitals appointed by the Committee are to be elected, for the ensuing year.

## SUB-COMMITTEES.

---

17. The Committee is annually to appoint a Sub-Audit Sub-Committee. Committee, consisting of the President, the Treasurer and seven of its Members, to audit from time to time, on such days as the President or Treasurer may direct, the Accounts of the Hospitals, reporting their proceedings at the next meeting of the Committee. Three to be a Quorum.

18. The Committee is annually to appoint a Sub-Estates Sub-Committee. Committee, consisting of the President, the Treasurer and seven of its Members, to assist in the superintendence and management of the Estates of the Hospitals, reporting their proceedings at the next meeting of the Committee. Three to be a Quorum.

19. The Committee is to be divided into Sub-Bethlem and King Edward's Schools Sub-Committees Committees, so that the President, the Treasurer and Six of its Members may be summoned to attend on every Friday at Bethlem Hospital, and on the second and fourth Friday in every month at King Edward's Schools, as well as at such other times, at



*Sub-Com-  
mittees.*

either Bethlem Hospital or King Edward's Schools as the President or Treasurer may appoint, to admit and discharge Inmates, to inspect the Hospitals or Schools, to examine the Provisions, to Audit weekly Bills and to transact ordinary business; reporting their proceedings at the next meeting of the Committee. These Sub-Committees to be open to all Governors.

Members of  
the Com-  
mittee to be  
upon only  
two Sub-  
Committees

20. No Member of the Committee, except the President and Treasurer, is to be upon more than two Sub-Committees at the same time.

## GOVERNORS.

---

21. The President for the time being is to have the privilege of appointing four Governors annually, and the Treasurer two. All other Governors, except those representing the Corporation of the City of London, and those constituted Governors by the Court for some especial cause, are to be elected by the Court on the recommendation of the Committee; but no person is to be so appointed a Governor by the President or Treasurer, or so elected a Governor on the recommendation of the Committee, unless he have given a benefaction to the Hospitals, or one of them, of £50 at the least.

Appoint-  
ment and  
Election.

22. A Copy of the Rules and Orders, with the Duties of the Officers and Servants, is to be given to each Governor after his election, and the Charge is to be read to him on his admission, by the Clerk in open Court.

Rules, &c.  
for Go-  
vernors.

Charge.

23. No Governor, Officer, or Servant of either Hospital, is directly or indirectly to supply any Article required for the use or to be paid for out of the Funds of the Hospital.

Governors,  
Officers, &c.,  
not to sup-  
ply goods  
for the  
Hospitals.

## OFFICERS.

---

24. The following appointments are to be made by the Court, *viz*:

The Treasurer	}	of both Hospitals.
,, Clerk Receiver and Accountant		
,, Solicitor		
,, Surveyor		
The Chaplain		of Bridewell Hospital.
The Chaplain and Superintendent	}	of King Edwards Schools.
,, Medical Officers		
The Chaplain	}	of Bethlem Hospital.
,, Medical Officers		
The Perpetual Curate of Wainfleet St. Mary, Lincolnshire.		

25. A Copy of the Duties of these several Officers is to be delivered to them in open Court, on their election.

26. On notice of a resignation, or the occurrence of a vacancy in any of the above-mentioned appointments, the Committee is to be summoned to consider

and report whether such appointment is necessary; and if so, what ought to be the qualifications for the same, as well as the duties, the salary and the emoluments thereof. A Court is then to be summoned to receive this report, and to decide thereon. If the office be continued, the qualifications, the duties, and the salary and emoluments, are to be communicated forthwith to the Candidates, and the election is to take place at the close of the business of the ensuing Court, under such regulations as were determined on when the report was received.

27. The following appointments are to be made by the Committee, *viz*:

The Assistant Clerks of both Hospitals.

The Steward, but subject to the approval of the Court	}	of King Edwards Schools.
„ Matron, ditto ditto		
„ Deputy Superintendent		
„ Schoolmasters		
„ School Mistresses, and		
„ Trade Instructors		

The Steward, but subject to the approval of the Court	}	of Bethlem Hospital.
„ Matron, ditto ditto		

The Lincolnshire Land Agent.

28. The Clerk, Receiver and Accountant, Steward of Bethlem, Lincolnshire Land Agent, and other Officers of Trust, upon their respective elections, Officers' Sureties.

Officers.

and from time to time afterwards, are to give such security as the Court shall direct, for the faithful performance of the various trusts confided to them. These securities are to be presented to the next Committee, and then placed in an iron box, to be kept at the Bankers, where they are, once in every year, to be inspected, and the result of such inspection reported at the meeting of the April Committee. The key of the iron box is to be kept by the Treasurer. No Officer is to be security for any other Officer or Patient.

Officers'  
Bonds and  
Sureties.

29. The Officers giving securities are to be required to report in writing to the March Committee the Names and Residences of their respective Sureties, and that to the best of their knowledge and belief such Sureties are in circumstances sufficient to meet their liability to the Governors. On the death or resignation of any Surety, another is forthwith to be provided in his place.

Gratuities  
to Officers &  
Servants.

30. No gratuity or present is to be given to any Officer or Servant of either Hospital, or to any other person, out of the revenues thereof, to the amount of £20 or upwards, unless recommended by the Committee, and confirmed at the following Court, or be directed by the Court, after due notice at the preceding Court.

Gratuities  
or Increase  
of Salary.

31. All recommendations of the Committee for granting Gratuities, or for increasing the Salary of

any Officer, are to be printed in the Summons for the Court at which such recommendations are to be considered, and are to be put from the Chair, as substantive Motions.

32. Any Officer or Servant giving a fee or other perquisite to, or receiving a fee or other perquisite from any tradesman or workman of either of the Hospitals, or from any visitor, or any inmate or friend of any inmate, is to be forthwith discharged; and any tradesman or workman receiving or giving any such fee or other perquisite, is to be no longer dealt with or employed by the Hospitals.

33. No Officer or Servant, of either Hospital, is to be permitted to perform the duties of his office by Deputy.

## HOUSES AND ESTATES.

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Letting of.

34. The Committee is to let all the Houses and Estates belonging to the Hospitals on such terms as they may consider most advantageous, reporting their proceedings to the next Court.

Leases not to be granted above Two Years in Reversion.

35. No Lease is to be granted more than two years before the expiration of the existing Lease for the same property, unless specially ordered by the Court.

Leases to contain certain Covenants.

36. Every Lease is, as far as may be appropriate, to contain the "Covenants" and to be in accordance with the Form directed for Hospital Leases.

Leases, &c. to be Signed by Governors in Committee.

37. No Lease is to be granted until the Surveyor of the Hospitals has certified in writing that all repairs and other works required previously to be done, have been completed to his satisfaction; and no Docquet, Lease, or other Instrument, required to be left with the Corporation of London for the Seal of the Hospitals to be affixed, is to be signed by any Governor of these Hospitals not being an Alderman, except at a Meeting of the Committee of Governors,

or at a Sub-Committee, to whom the same may have been referred. A memorandum of every such signing to be entered by the Clerk upon the Minutes of the proceedings at the time.

38. Licences to assign Leases are to be signed by the Treasurer and four other Governors, upon which the sum of £1. is to be put into the poor-box by the Parties applying.

*Leases, As-  
signments  
of.*

39. The Houses and Buildings of these Hospitals are to kept Insured at a Public Office, in the name of the Hospitals, in such amounts as the Surveyor of the Hospitals shall from time to time certify in writing to be sufficient; and, as far as may be practicable, the money paid for such Insurances is to be received of the Tenant as Rent.

*Insurances.*

40. No Repairs or Alterations, the cost of which will exceed £200, are to be made without the authority of the Court.

*Repairs, &c*

41. All Tradesmen employed by these Hospitals, except Builders, are to make up their accounts quarterly, *viz.*, at Lady-day, Midsummer, Michaelmas, and Christmas in every year, and to send in the same within seven days from these dates. Builders' accounts are to be made up half-yearly, *viz.*, at Midsummer and Christmas, and to be delivered also within seven days from those periods.

*Tradesmens  
Accounts.*



THE DUTIES OF  
THE PRESIDENT, THE TREASURER,  
AND  
THE SEVERAL OFFICERS AND SERVANTS.

---

THE PRESIDENT OF BOTH HOSPITALS.

- His Rank. 1. The President is to be held and taken as the Chief Ruler and Governor of both Hospitals.
- To convene Courts. 2. He is to convene General Courts, at the stated periods, and at such other times as he may think necessary, or as may be required by a Resolution of the Committee, or by a requisition in writing, signed by Thirteen Governors at the least.
- Vacancy. 3. On the occurrence of a vacancy in this appointment, a Court is to be held within fourteen days for the election of a successor.

## THE TREASURER OF BOTH HOSPITALS.

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1. The Treasurer is to be considered next in rank His Rank. to the President.
2. As responsible officer he is to reside at Bride- Residence. well Hospital, and is generally to superintend and direct the affairs of both Hospitals.
3. He is to examine the Banker's Pass Book at Power and Duty. least once every month, and to have power to call for any books, papers or receipts, that may be necessary for the proper examination of the same. He is to see that the Clerk, Receiver and Accountant do present an account of all receipts and payments, together with the Banker's Pass Book, at every Banker's Book. monthly Committee, and that the same be delivered to himself for examination at the least three days previously.
4. He is to examine, previous to every quarter- Salaries and Wages. day, the accounts of all salaries and wages that will then become due, which accounts are to be kept by the Clerk, Receiver and Accountant, in books to be

The  
Treasurer.

provided for the purpose, so that the several amounts paid on any preceding quarter-day may be readily ascertained.

**Audit.**

5. He is to attend all Audit Sub-Committees, and to sign, with the Auditors, the accounts and the abstracts of accounts audited and ordered for payment. He is also to sign with the Auditors and the Clerk, Receiver and Accountant, the annual statements of the accounts of the Hospitals, before they are submitted to the Court.

**Leases, &c.**

6. He is to sign, on the part of the Hospitals, all Leases and Agreements for property let; as well as all Licenses to assign Leases, and all Contracts for works to be performed or for goods to be supplied.

**Legacies.**

7. He is to see that notices of Legacies and the time when the same are paid, be duly entered by the Clerk, Receiver and Accountant, and at every Court and Committee he is to report specially the Legacies and Benefactions received since the last Meeting.

**Views.**

8. He is to appoint and attend, with two or more of the Committee and such of the Officers as he may consider necessary, all views of the Estates of the Hospitals, reporting thereon at the next Meeting of the Committee. The Country Estates to be viewed by not more than four Governors, at least once in every three years. The Estate at Wapping to be

viewed by the Estates Sub-Committee every year, and the other Estates in London whenever a view may be considered necessary.

9. He is to hire, at his discretion, all the Attendants and other Servants of the Hospitals; those at Bethlem, on the recommendation of the resident Physician and Medical Superintendent; those at King Edward's Schools, on the recommendation of the Chief Officer. He is also to dismiss such Attendants and Servants, in all cases when it shall appear to him to be necessary, reporting in writing to the next Committee all dismissals and the cause thereof.

To hire Attendants and other Servants.

10. He is to have the use of the furnished house at Bridewell Hospital, with fuel and gas.

Residence

## THE SOLICITOR OF BOTH HOSPITALS.

---

Qualifica-  
tion.

1. He shall be a Practising Attorney and Solicitor of Her Majesty's Courts at Westminster, of not less than ten years standing.

Courts and  
Committees

2. He shall attend all Courts and Committees when summoned, and be allowed the sum of one guinea for each attendance.

Advice.

3. He shall transact and advise upon all Law affairs of these Hospitals.

Leases, &c.

4. He shall prepare all Leases and Counterparts, Underleases, Assignments, Agreements, Bonds and other Securities, procuring the execution of the same, and delivering the Counterparts of Leases to the Clerk, Receiver and Accountant, at Bridewell Hospital when executed.

Plans.

5. He shall see that Plans of the Property let by any Lease be drawn by the Surveyor on the margin of the Lease, and Counterpart.

To hold  
Courts as  
Steward of  
Manors.

6. He shall hold Courts as Steward of the Manors belonging to these Hospitals, returning to the Clerk, Receiver and Accountant, to be replaced in the

Muniment Room of these Hospitals, all Deeds, Books, Documents and Papers which he may receive for the purpose of holding such Courts.

7. He shall give immediate attention to any instruction he may receive from time to time from the Clerk, Receiver and Accountant, pursuant to the orders of the Court, the Committee, or the Treasurer. Instruc-  
tions.

8. He shall not receive any salary, but shall be remunerated by fair and reasonable charges for duties performed; such charges to be subject to the usual taxation as between Attorney and Client, or the approval of a Committee of Governors. No Salary.

9. He shall be allowed the following charges for Leases and Underleases, including the Counterparts, together with the Stamp Duty, five shillings for each skin of Parchment and the actual disbursements made at Guildhall on obtaining the Hospital Seal, *viz.*— Allowances.

	£	s.	d.
Where the annual Rent reserved is under £30	4	4	0
£30 and under £50 . . . . .	5	5	0
£50 and under £100 . . . . .	6	6	0
£100 and upwards . . . . .	8	8	0

10. For each Lincolnshire Agreement and Counterpart, where there is no Lease, his charge shall be £3 3s.; but he shall make no charge for an Agreement for any Lease, unless under the special direction of the Committee. Agree-  
ments.

*Solicitor.*Assign-  
ments.

11. He shall be allowed for each Assignment on an absolute Sale or Transfer, on which it is only necessary to recite the original Lease, or previous absolute Assignment thereof on purchases, exclusive of the costs of Stamps and Parchment, two-thirds of such charge as would be allowed on an original Lease for such matter.

12. The Purchaser shall be at liberty to employ his own Solicitor for all purposes relating to the Assignment, except the preparation and completion thereof; but in case he wishes the Solicitor of the Hospital to act for him, then to the before-mentioned sum shall be added such fair and reasonable charges as a Solicitor is allowed for investigating Titles, and all other incidental matters.

Allowance  
for Journeys

13. He shall be allowed for any journey which he may be required to take beyond five miles from Bridewell Hospital, the sum of two guineas per day for each day that he may be absent, as well as his reasonable expenses in addition thereto.

## THE SURVEYOR OF BOTH HOSPITALS.

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1. He shall attend all Committees and all Views, when required.

2. He shall report on all alterations and repairs required at the Hospitals or in any of the houses or buildings belonging thereto; and shall superintend the execution of the work. When the work is to be paid for by the Governors he shall submit Estimates of the costs, and when it is completed to his satisfaction he shall measure it and shall examine and certify the Contractor's and Workmen's Bills, when practicable within seven days after he shall receive the same.

3. He shall survey all houses and buildings before they are let, and shall report the value thereof for the guidance of the Committee in letting the same. He shall superintend the alterations and repairs required to be done before a Lease be granted, reporting to the Committee when the work is completed to his satisfaction, and for what amount the buildings ought to be insured.



4. He shall draw on every Lease and Counterpart thereof Ground Plans of the ground and buildings let thereby.

5. He shall keep for the Governors, in suitable books to be provided for the purpose, correct Ground Plans of all the grounds and buildings constituting the London Estates of the Hospitals; and he shall see that similar Plans of all the Country Estates of the Hospitals are also kept.

6. He shall make a minute and careful inspection every year of the Hospitals and adjacent buildings, as well as of King Edward's Schools, and report in writing the result of such Survey to the Committee in the month of April.

7. And, generally, he shall perform such other duties as Surveyor of the Hospitals, as the Court, the Committee, the President or Treasurer shall direct.

8. He shall be allowed for any Journey he may be required to take, beyond five miles from Bridewell Hospital, the sum of two guineas per day for each day he may be absent, together with such further allowance for his travelling expenses as the Committee shall think reasonable, not exceeding one shilling per mile.

9. His salary shall be £250 a year, together with a Commission of two-and-a-half per cent. upon the cost of any new building erected at the expense of the Hospitals, amounting to £5,000 or upwards; which Commission of two-and-a-half per cent. shall include all estimates, designs, plans, and all necessary drawings and specifications relating thereto, as well as superintending and measuring the work, and examining the accounts. In such cases he shall be allowed a Clerk of the Works, at a salary to be approved of by the Committee.

## D U T I E S

OF THE

## CLERK, RECEIVER, AND ACCOUNTANT

FOR BOTH HOSPITALS.

---

1. There shall be an Officer who shall act as Clerk, Receiver and Accountant for both Hospitals, who shall be under the control of the President, the Treasurer, and the Committee.

2. He shall have appropriate Offices in Bridewell Hospital, which shall be open for the transaction of the business of the Hospitals every day, from ten o'clock in the morning until four o'clock in the afternoon, except that, with the consent of the President, Treasurer or Committee, he may have leave of absence not exceeding six weeks altogether in any one year.

3. He shall issue summonses for the holding of all Courts, Committees, and Sub-Committees of Governors.

4. He shall devote the whole of his time to the duties of his office.

5. He shall attend and take minutes of all Courts, Committees and Sub-Committees of Governors. He shall also attend on the President and Treasurer on all other occasions when required.

6. He shall make and keep an index for all minute-books which are to be open to the inspection of every Governor.

7. He shall keep a book containing all the rules and orders made from time to time for the Government of the Hospitals, with an index thereto.

8. He shall conduct the correspondence of the Hospitals, and shall transact such other business as may from time to time be required of him.

9. He shall prepare a list of all the officers who stand for re-election in April every year, and shall lay the same before the Committee next preceding the April General Court.

10. He shall enter into a book an abstract of all agreements for leases and of all agreements for letting houses or lands belonging to the Hospitals, and of all transfers and assignments of leases, with an index to the same.

11. He shall have the charge of the charters,

deeds, leases, counterparts of leases, and of all muniments of and relating to these Hospitals and to the property thereof, and the documents relating thereto, together with the Court-books, Committee-books, and other books (not in ordinary use), which are to be kept in the muniment room in Bridewell Hospital. The Court-book, the Committee-book, and other books in ordinary use shall also be in his custody. The charters, deeds, and muniments being kept in the muniment room in separate repositories properly secured.

12. He shall keep indexes of all muniments, deeds, official papers, leases and other documents in the muniment room, and shall not remove or permit to be removed from the Hospital, any muniment, deed or document whatever, without being satisfied that its removal is required for the purposes of the Hospital, and without taking a receipt from the party to whom the same may be delivered, in order that its due return may be secured.

13. He shall keep a correct list of the Governors of both Hospitals, according to their seniority, with their addresses and date of election, and deliver a copy to the Lord Mayor, on St. Matthew's Day in every year. He shall also inform every Governor of his election, and send him his staff of office and a copy of the rules and orders for the government of these Hospitals, together with a list of Governors, without any fee or reward.

14. He shall keep a book in which he shall enter extracts or copies, as occasion may be, of all wills, whereby any legacies are bequeathed to either of these Hospitals, with the particulars of every legacy, the names and addresses of the executors, when the legacy is payable, and mark in the margin of the copy or extract the date when the legacy is received. He shall keep also an account of all gifts and other donations to these Hospitals, and the dates when the same are received.

15. He shall lay before the Committee and the Estates Sub-Committee at every meeting, the rent-rolls of the Hospital, for the notification of such alterations as may from time to time be made in the rent, dividend, or proceeds of any particular part thereof.

16. He shall give security, to the satisfaction of the Committee, by himself in £4000, and two sureties in £2000 each; one of which sureties may be an approved Guarantee Society.

17. He shall collect all rents, arrears of rents, annuities, legacies, benefactions and all other monies payable to either Hospital, as the same become due (except monies receivable by the Trustees of the Hospital or the Lincolnshire agent), and he shall pay all such monies, *as received*, to the Bankers of the Hospitals on the day on which he shall receive

the same, or as early afterwards as possible. He shall also attend in Lincolnshire at least twice a year, to receive the rents and other monies payable there.

18. He shall pay all monies owing by either Hospital, and directed to be paid, by checks signed by the Treasurer and one Governor, and prepared and countersigned by himself; and he shall ascertain, as far as possible, the names of the Bankers of those entitled to receive money, and cross the checks prepared for them accordingly.

19. He shall take proper receipts from all persons to whom he shall make any payment on account of either Hospital, such receipt to be preserved for the examination of the Treasurer, the Committee, the Audit Sub-Committee, and the Governors when required.

20. He shall himself keep a general cash-book, in which shall be entered, not only all monies received and paid by him, but also all monies received by the Bankers on account of either Hospital, from the Trustees of the Hospitals, the Lincolnshire Agent or others; which cash-book shall be balanced at the end of every month, and be submitted to the Committee at its next monthly meeting, three days prior to which, at the least, it shall be submitted, together with the Bankers'

pass-book, the check books, and the cash-books of all other persons in account with either Hospital, to the Treasurer for his examination.

21. He shall examine all accounts presented for payment, and see that no part is included in any previous account. He shall also see that they are duly certified and correctly cast, and that the charges, so far as he can ascertain, are proper, before he submit such accounts to the Treasurer or the Audit Sub-Committee, at any of their quarterly or other meetings, for examination and allowance.

22. He shall prepare, a few days previous to every quarter-day, for the immediate examination of the Treasurer, and for the examination of the Committee at its next monthly meeting, accounts showing the salaries and wages that will then become due, which accounts shall be kept in books to be provided for the purpose, so that the amount paid on any preceding Quarter-day may be readily ascertained. He shall also prepare drafts on the bankers for the payment of the salaries and wages so becoming due, and shall pay the same to the respective parties, and take their receipts.

23. He shall keep separate cash-books and ledgers, in which accounts of all the estates, revenues, trusts, receipts and expenditure of each Hospital shall be entered; to which accounts all items in his general



cash-book shall be carried, in order that a complete account of receipts and payments may be drawn out once a year, or oftener if the Committee think proper, and that the state of the Hospitals' finances may at any time be known with the greatest precision.

24. He shall prepare once in every quarter an account of the arrears of the revenues of the Hospitals, with a list of the names of all tenants whose rents are in arrear, together with the amount of the rent then due from each such tenant respectively ; such account to be previously submitted, with his general cash-book, to the Treasurer for examination.

25. He shall take care that the several insurances and payments for the same, on the buildings belonging to the Hospitals be regularly made and the policies renewed when necessary.

26. He shall keep accurate rentals of the estates of both Hospitals in such form as shall from time to time be directed.

27. He shall present to the first Committee after every Lady-day, a report of all leases within three years of expiration, showing the end of each term ; and he shall continue to report such leases until the property be re-let. He shall also report at the same time all property let to tenants-at-will.

28. He shall make up, as early in every year as conveniently may be, the General Accounts of both Hospitals to the close of the preceding year, which accounts he shall present to the Audit Sub-Committee completely balanced, and he shall sign the same, and the balance sheets, with the Treasurer and Auditors when audited, and lay the whole before the next Court of Governors.

29. He shall not accept, on any pretence whatever, any fee, perquisite, gratuity or present of any kind from any tenant of either Hospital, or from any person having pecuniary dealing therewith, nor shall he become Surety for any one.

30. In addition to his salary he shall be provided with apartments, (furnished only with planned and fitted furniture), and an annual supply of coals not exceeding sixteen tons, and gas, but no other allowance whatever.

27. The said report shall be laid before the House of Commons at the close of the financial year, which report shall be the basis of the estimate for the following year, and shall be subject to the approval of the House of Commons, and the balance sheet, with the Treasurer's Report, shall be published, and for the whole of the year ending on the 31st day of March.

28. His Majesty shall not be bound to pay any sum of money out of the Treasury, or to incur any liability, or to make any grant, or to do any act, which may be necessary for the execution of any law, or for the maintenance of the Government, or for the service of the Crown, or for the benefit of the people, or for any other purpose, unless the same shall have been authorized by an Act of Parliament.

29. In addition to his salary he shall be provided with a pension, to be paid to him during his life, and which shall be calculated on the basis of his salary for the last year of his office, and shall be subject to the same conditions as the pension payable to the Judges of the Supreme Court.

30. The said pension shall be paid to him in arrears, and shall be subject to the same conditions as the pension payable to the Judges of the Supreme Court, and shall be subject to the same conditions as the pension payable to the Judges of the Supreme Court.

31. The said pension shall be paid to him in arrears, and shall be subject to the same conditions as the pension payable to the Judges of the Supreme Court, and shall be subject to the same conditions as the pension payable to the Judges of the Supreme Court.

32. The said pension shall be paid to him in arrears, and shall be subject to the same conditions as the pension payable to the Judges of the Supreme Court, and shall be subject to the same conditions as the pension payable to the Judges of the Supreme Court.

## BRIDEWELL HOSPITAL.

## S C H E M E

FOR THE REGULATION &amp; MANAGEMENT

OF THE

## ROYAL HOSPITAL OF BRIDEWELL,

AS APPROVED BY THE MASTER OF THE ROLLS,

24TH NOVEMBER, 1860.

1. The Hospital of Edward, King of England, the Sixth, of Bridewell, and the lands, funds, and property thereof shall continue to be governed and managed by Governors, as provided by an Act passed in the Twenty-second Year of the Reign of King George the Third, entitled "An Act to render valid and effectual certain Articles of Agreement between the Mayor and Commonalty and Citizens of the City of London, Governors of the possessions, revenues, and goods of the Hospitals of Edward, King of England, the Sixth, of Christ, Bridewell, and Saint Thomas the Apostle, and of the Hospitals of Henry the Eighth, King of England, called the House of the Poor, in West

Management of  
Charity.

Smithfield, near London, and of the House and Hospital called Bethlem, and the Presidents, Treasurers, and Acting Governors, of the said several Hospitals.”

The lands, funds, and property of the said Hospital of Bridewell, and the income thereof, shall be applied according to the provisions of this Scheme.

Old Hospi-  
tal to be  
Let.

2. The Governors shall, in accordance with the Provisions of the Statute 6th George IV., Cap. 49, Local and Personal, and as soon as conveniently may be, let, with the sanction of the Court of Chancery, or of the Charity Commissioners for England and Wales, the old Hospital belonging to the Charity (the greater part whereof was formerly used as a Prison), situate in New Bridge Street, Blackfriars, in the City of London, and all the buildings and appurtenances thereto belonging, except the Chapel there, and its fittings, and so much of the said buildings as are occupied as adjuncts thereto, and except such parts of the buildings of the Hospital as shall with the like sanction be retained by the Governors for the use of themselves and their Officers in the superintendence and management of the general affairs of the Hospital, and for the reception of Apprentices, as hereinafter mentioned.

3. The establishment of the Charity at the Hospital aforesaid (except at the Chapel and in the buildings to be retained as aforesaid) shall be broken up.

The Establishment of Bridewell to be broken up.

4. If at any time hereafter the Extra Parochial District of Bridewell shall be annexed to the Parish of Saint Bride's, it shall be lawful for the Governors to give any property belonging to the Charity in such Extra Parochial District not exceeding the annual value of One Hundred and Twenty Pounds a Year, or to charge such property with a rent-charge not exceeding that amount, in order that such property or rent-charge may be applied for the benefit of the Rector for the time being of the said Parish of Saint Bride's, as a Rectory House, or by way of increase to his emoluments, in such manner as the Bishop of London for the time being shall by writing under his hand direct. Provided always, that it shall be a condition of any such gift that the said Rector shall have the spiritual oversight of the Apprentices committed to the said old Hospital during their continuance there, and shall visit them there for that purpose, according to such regulations as shall be made by the said Governors.

Powers to Governors on Annexation of the Precinct of Bridewell St. Bride's to grant Property to the Rector.

5. In the meantime, and until such annexation, the Governors shall appoint a Chaplain to do duty at the said Chapel. On such annexation,

Chaplain to be appointed until Annexation, and

then the  
office to be  
abolished.

the office of Chaplain, and all other offices connected with the Chapel, shall be abolished, and the Governors may thereupon deal with the said Chapel and its adjuncts in such manner as the Charity Commissioners shall approve.

Power to  
Governors  
to grant  
Superannu-  
ation Annu-  
ities.

6. It shall be lawful for the Governors to grant superannuation annuities to the Officers now employed, or at any time hereafter to be employed by the Governors, on their leaving their employment, in accordance with the provisions of the Statute 4th and 5th William IV., Cap. 24.

Application  
of Income.

7. After payment of any costs or expenses directed by any Court or Authority of competent jurisdiction, to be paid out of the funds of the Charity, and of all outgoings for the superintendence and management of the Estates of the Hospital, and the collection of its revenues, as well as all outgoings for repairs, taxes, and otherwise, the superannuation allowances now existing, or hereby authorized, the repairs of the said Chapel and its adjuncts, and the stipends of the Chaplain, Organist, and Chapel Clerk, until such annexation as aforesaid (such stipends not exceeding Three Hundred and Fifty Pounds a year), the income of the Charity shall be applied in the maintenance of the House of Occupations now belonging to the Charity, situate in Saint George's Fields, and in

the establishment and maintenance of a House of Occupations in the country, as by this Scheme is directed.

8. The Governors shall, with the approval of the Court of Chancery, or the Charity Commissioners, purchase land with or without buildings thereon, situate in the country, at a convenient distance from London, not exceeding in quantity forty acres, and shall erect thereon, if not already erected and standing thereon, suitable buildings for a House of Occupations, for the reception of One Hundred and Fifty Boys; such buildings shall be erected, if required to be erected, and shall be fitted up according to plans, and specifications to be approved of by the Court of Chancery or the Charity commissioners; and in order to defray the expenses of the erection and fitting up of such buildings, the Governors shall be at liberty to apply any cash in their hands belonging to the Charity, or any of the funded property thereof.

Erection of  
House of  
Occupations  
for Boys.

9. The House of Occupations in Saint George's Fields shall be used as a School for Girls, and the House of Occupations to be erected or provided in the country as aforesaid, shall be used as a School for Boys; until such last-mentioned house shall be provided, the said House of Occupations in Saint George's Fields shall continue to be used for Boys and Girls; such institutions shall respectively be called King Edward's School.

Present  
House of  
Occupations  
to be used  
for Girls.  
New one for  
Boys.



Numbers of  
Children.

10. The numbers to be maintained in the said School shall be as many as the funds will permit, and the number of children in each of the said Schools shall be as nearly as possible equal.

Appoint-  
ment of  
Officers.

11. The Governors shall appoint for each of the said Houses of Occupations such Officers and Servants, and at such stipends as they shall think fit. All Officers and Servants shall be removable by the Governors at pleasure.

Qualifica-  
tion of In-  
mates.

12. The children to be admitted into the said House of Occupations respectively by the Governors, shall be such as if not so admitted would be under temptation to commit crime. The Governors may admit children who have been convicted of crime, if they shall be satisfied that such children are earnest in their desire for reformation, but the proportion of children who have been so convicted shall never be more than one-sixth of the whole number of inmates; it being the intention of this Scheme to constitute the said Houses of Occupations as Institutions for the prevention of crime, rather than for the reformation of juvenile criminals. Provided always, that a fourth part at least of the children, if there be so many applicants, shall be admitted from the City of London, and the liberties thereof; and shall, whilst there are children recommended for that purpose by two or more of the Aldermen of the said City, be selected by the

Governors from such Children. Except as hereinafter provided, no child shall be admitted under the age of twelve, or above the age of fifteen; but the Governors shall have power in special and exceptional cases to admit a limited number, not exceeding seven per cent. of the whole number of either sex, between the ages of ten and twelve. The Governors shall cause all children in the said Houses respectively to be exercised in industrial occupations, so as to fit them for gaining an honest living. They shall also cause them to be instructed in the Christian religion, and in reading, writing, arithmetic, geography, and history. The children shall be fed and clothed by the Governors.

13. No payment in respect of any child shall be received by the Governors or any of their Officers. Schools to be free.

14. Registers shall be kept of the number and description of children from time to time in the said Houses respectively, and of the periods of their admission to and leaving the same; which Registers shall always be open to the inspection of the Governors, and the persons authorized by them. Registers to be kept.

15. There shall be annual examinations of the children in the said Houses, and the Governors shall request Her Majesty's Inspectors of the Schools for the District in which each House is Annual Examination.

situate, and in the event of his declining, shall appoint some other fit and proper person to conduct such examination; and they shall pay to such Examiners such sum for their trouble and expense as they shall think fit, not exceeding the sum of Five Pounds Five Shillings for each Examiner; and the period of such Examinations shall be fixed by the Governors, and such Examinations shall take place in the presence of the Governors, or such of them as can conveniently attend, and such other persons as the Governors may from time to time invite to attend the same.

**Rewards.**

16. The Governors shall conduct the said Houses, so far as is possible, on the principle of rewarding merit, either of good conduct, diligence, or proficiency in handicraft, or learning. They may confer prizes in money, or money's worth, or they may promote the deserving children to situations of confidence with some small emolument, or provide situations for them at an earlier period with or without apprentice fees, and giving additional outfits on their leaving; and they may give rewards in money or money's worth to young persons, who after leaving the Schools have conducted themselves well in situations, provided that no such prize or reward shall exceed in amount the sum of Five Pounds Five Shillings each.

**Other  
Regulations**

17. No child shall remain in either of the said Schools after attaining the age of sixteen years.

The Governors shall have power at any time to dismiss children misbehaving themselves, or shall shew themselves to be incapable of reformation, or who shall by reason of mental or bodily infirmity be or become unfit for any useful occupation.

The Governors shall, as far as possible, find situations for all children (except such as shall be dismissed), and find an outfit for them in going to such situations, and may give apprentice fees, outfits, or other allowances, not exceeding in all Ten Pounds with each child.

18. The Governors shall allot a certain portion of the buildings and premises at Bridewell Hospital, consisting of three rooms at the least, for the reception of apprentices who shall be committed thereto by the Chamberlain of London, in pursuance of any jurisdiction vested in him in that behalf; and the apprentices so committed shall be lodged and fed there by the Governors, who shall provide medical attendance for them in case of illness, and make rules and regulations as to the employment and management of such apprentices, but no such rules and regulations shall be of any effect until the same shall have been approved of by the Chamberlain aforesaid.

Allotment  
of Rooms for  
Apprentices  
committed  
by the  
Chamber-  
lain of  
London.

19. The Governors may from time to time make bye-laws and regulations for carrying into effect

Governors  
may make  
Bye Laws.

the provisions of this Scheme, but the same shall not come into effect until confirmed by the said Charity Commissioners.

Dated this Twenty-fourth Day of July,  
One Thousand Eight Hundred and Sixty.

GEORGE HUME,  
Chief Clerk.

*Approved the 27th day of July, 1860,  
(by consent of all parties.)*

JOHN ROMILLY, M.R.

ERRATA

KING EDWARD'S SCHOOLS

of the ...  
 shall be under the direction and control of the  
 Governors in General Court assembled, and of a  
 Committee of forty-two Governors appointed by  
 the General Court to conduct the affairs of the  
 establishments, and to carry into effect the pro-  
 visions of the Statute for the Regulation and  
 management of the Hospital of St. Andrew, approved  
 by the Master of Rolls on the 27th day of July 1800.

Four General Courts are to be held every year,  
 viz: one in January one in April one in June  
 and one in December, and officers appointed as the  
 President or in case of his illness or absence the  
 Treasurer may think proper, or may be required to  
 hold by a resolution of the Committee, or by a  
 resolution in writing signed by thirteen Governors  
 at the least.

**BRIDEWELL HOSPITAL**

AND

**KING EDWARD'S SCHOOLS.**

Shall be under the direction and control of the Governors in General Court assembled, and of a Committee of Forty-two Governors, appointed by the General Court, to conduct the affairs of the Establishments, and to carry into effect the provisions of the Scheme for the Regulation and management of the Hospital of Bridewell, approved by the Master of Rolls, on the 27th day of July, 1860.

Four General Courts are to be held every year, *viz.*: one in January, one in April, one in June, and one in November; and others as often as the President, or in case of his illness or absence, the Treasurer may think proper, or may be required to hold by a resolution of the Committee, or by a requisition in writing, signed by thirteen Governors at the least.

## RULES AND REGULATIONS.

## CITY APPRENTICES.

1. The object for which Apprentices are sent to Bridewell Hospital being of a reformatory character, they shall be admonished, and have time for reflection, and shall be exhorted and encouraged to good conduct in future.

2. They shall have the means of communicating at all times with an officer of the Hospital, except when for some special reason it may be ordered otherwise.

3. They shall have medical attendance whenever it shall be necessary, and such medicine, diet, and treatment, as the Medical Attendant shall order.

4. They shall be amply provided with the Holy Scriptures, and such other appropriate books, and the means for pursuing any study the Vicar of St. Bride's or his Curate may direct.



5. They shall be required to keep themselves neat and clean in their persons, and they shall keep clean and in good order their day-room and bedrooms. They shall also be employed in any other suitable occupation which from time to time may be selected for them.

6. They shall rise not later than 7 o'clock every morning, and shall go to bed not later than 9 o'clock every evening, the gas being always turned off at bed time.

7. Any Apprentice of a religious persuasion differing from that of the Established Church, may be visited, if he or his parents desire it, by a Minister of his own persuasion at convenient times, and under such restrictions as shall guard against the introduction of improper persons, and prevent improper communications; and the religious sentiments of any such Apprentice shall not otherwise be interfered with.

8. The Dietary of the Apprentices shall be as follows, and no Apprentice shall be allowed any further diet, or any spirituous or fermented liquor without the written order of the Medical Attendant:—

Breakfast daily—1 pint of Oatmeal Gruel,  
and 8 ozs. of Bread.

Dinner daily—8 ozs. of Bread, and 1 lb. of Potatoes, with the addition of 3 ozs. of cold cooked Meat on every third day.

Supper daily—1 pint of Cocoa, and 8 ozs. of Bread.

The dietary to be reduced to 1 lb. of Bread per day (with water or gruel), for periods not exceeding three days, in cases of Apprentices misconducting themselves in the Hospital.

The Gruel to contain 2 ozs. of Oatmeal per pint, and to be seasoned with Salt. The Cocoa to be made with  $\frac{1}{2}$  oz. of Flaked Cocoa per pint, and to be sweetened with  $\frac{1}{2}$  oz. of Sugar.

9. The order for the admission of an Apprentice into Bridewell Hospital to be in form as follows:—

( *City Arms.* )

*City of London.*

TO THE GOVERNORS OF BRIDEWELL HOSPITAL IN  
THE SAID CITY.

**Receive** *into your custody the body of*  
*the Apprentice of*

*Citizen and* \_\_\_\_\_ *of the said City, duly*  
*convicted before me, Chamberlain of the said City of*

*whom I have sentenced to be safely kept in your custody for the*  
*space of* \_\_\_\_\_ *Him*  
*therefore in your custody safely keep for the space of*

*And for so doing this shall be your*

*Warrant.*

*Dated at the Guildhall of the said City this*  
*day of* \_\_\_\_\_ *18 .*

## THE VICAR OF ST. BRIDE'S AS TO APPRENTICES.

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The Vicar of St. Bride's and his Curate or one of them shall see daily every Apprentice detained in the Hospital, for the purpose of imparting religious instruction to them; in addition to which, they shall cultivate in them the feeling, and encourage the expression of regret for past misconduct, in order that existing differences with their Masters may be terminated, and future differences and misconduct avoided. They shall also direct each Apprentice in some appropriate study, and see that they are amply supplied with appropriate books, which will be provided at the expense of the Hospital.

*Approved as the Rules and Regulations as to the employment and management of Apprentices, as provided by the 18th Section of the Scheme for the Regulation of Bridewell Hospital, as settled and approved by the Master of the Rolls, dated 27th July, 1860.*

(Signed) BENJAMIN SCOTT,

CHAMBERLAIN OF LONDON,

7th April, 1866.

## KING EDWARD'S SCHOOLS.

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### RULES AND ORDERS.

The Committee shall be divided into six Sub-Committees, each Sub-Committee to be summoned in monthly rotation to attend at Witley, when deemed necessary, and on the Second and Fourth Friday in every Month, at King Edward's Schools, St. George's Fields, to admit and discharge children—inspect the Establishment—audit weekly bills and dispatch ordinary and casual business, such Sub-Committee to be open to all Governors, and the Minutes of its proceedings to be submitted for approval to the Committee at every meeting for general purposes.

## CHARITY COMMISSION.

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In the matter of "THE HOSPITAL OF EDWARD THE SIXTH, KING OF ENGLAND, OF BRIDEWELL," usually known as "BRIDEWELL HOSPITAL."

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The Board of Charity Commissioners for England and Wales in pursuance of the authority given to them by the Scheme, for the regulation and management of the above-mentioned Charity, approved by the Master of the Rolls on the Twenty-fourth day of November, One Thousand eight hundred and sixty, do hereby confirm the Bye-laws and Regulations which have been made by the Governors of the above-mentioned Charity for carrying into effect the provisions of the same Scheme, and which are set forth in the paper writing annexed hereto, and signed by the Secretary of the said Commissioners.

*Sealed by Order of the Board, this Twenty-ninth day of May, One thousand eight hundred and sixty-eight.*

HENRY M. VANE,

Secretary.

QUALITY COMMISSION

in the name of THE HOSPITAL OF HOWARD  
THE SIXTH KING OF ENGLAND, OF  
RUDWELL, usually known as "BRIDE  
WELL HOSPITAL"

The Board of Charitable Commissioners for England  
and Wales in pursuance of the authority given to  
them by the Statute in that behalf made and con-  
firmation of the Statute entitled Charity, passed  
by the Master of the Rolls on the twenty-fourth  
day of November One thousand eight hundred and  
eighty, do hereby certify that the Statute and Order  
therein contained have been made by the Governor of  
the above-named Charity for carrying into effect  
the provisions of the said Statute and which are  
set forth in the paper within enclosed hereunto, and  
certified by the Secretary of the said Commissioners.

Given at the Office of the Secretary of the Board of Charitable  
Commissioners for England and Wales, the 21st day of

HENRY M. VANE

Secretary

BYE-LAWS AND REGULATIONS FOR  
carrying into effect the provisions of the Scheme  
for the regulation and management of BRIDEWELL  
HOSPITAL and KING EDWARD'S SCHOOLS, made  
pursuant to the 19th Clause of the said Scheme.

1. For the purpose of carrying into effect the  
intention of the 12th Section of the said Scheme,  
the Governors of the Hospital shall admit to King  
Edward's Schools the following children only :—

- 1st. Children who have no Parents, or have  
been deserted by their Parents.
- 2nd. Children who have no Father, or have  
been deserted by their Father, and  
whose Mother, either by reason of  
her large Family, or the nature of  
her occupation, or from permanent  
bodily infirmity is unable to provide  
for, or watch over them.
- 3rd. Children whose Fathers from Insanity,  
Paralysis, Blindness, or other per-  
manent infirmity cannot support  
them. The Governors shall be the  
sole and final judges whether any  
child comes within any of the pre-  
ceding descriptions.



2. Proof of the age of every child seeking admission to the Schools must be given by production of a Certificate of his or her Baptism or Birth, or in lieu thereof, or in addition thereto, by such other evidence as the Governors may require.

3. No child shall be admitted who is afflicted with any ailment or disorder, or suffers from any infirmity or defect likely in the judgment of the Governors to prevent him or her being (as the Scheme directs), exercised in industrial occupations, so as to fit him or her for gaining an honest living, and the Governors may, if they think proper, require any applicant to be examined by any Physician or Surgeon.

4. All applications for the admission of children shall be made as hitherto, on printed forms to be provided by the Committee of Governors, and supplied to all persons applying for them at the office of the Clerk of the Hospitals, and no child shall be admitted without such application; the form of application shall be that now in use, or such other form as the said Committee shall from time to time direct.

5. The form of application, when properly filled up, shall be presented by the applicant, with the evidence of age, at King Edward's Schools, St. George's Fields, Southwark, on the second or fourth

Friday in any month, at 10 o'clock in the morning; or at such other place or time as the Committee shall from time to time direct. The circumstances of each case shall then be considered by the Governors in attendance, who shall admit such applicants as appear to them to be eligible, if there shall be vacancies. Before admitting any applicant, the said Committee may direct any inquiries to be made, as to his or her present or past condition of life, circumstances and conduct, or eligibility to be admitted in such manner as they shall think fit.

The decision of the Committee as to the admission of a Candidate shall in all cases be final.

#### CHARITY COMMISSION.

*These are the Bye-laws and Regulations referred to in the annexed Order.*

HENRY M. VANE,

Secretary.

29th May, 1868.

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1. They shall take care that children who have been convicted of Crime, and have satisfied the Governors that they are earnest in their desire for reformation, be not admitted to a greater extent than one-sixth of the whole number of Inmates.

2. They shall take care that a fourth part at least of the Children, if there be so many Applicants, be admitted from the City of London and the Liberties thereof, and that whilst there are Children recommended for that purpose by two or more of the Aldermen of the City of London, they be selected by the Governors.

3. The male children admitted shall be maintained in King Edward's School, at Witley, in the County of Surrey. The female children admitted shall be maintained at King Edward's School, in St. George's Fields, in the same County.

4. For the effective Education and Industrial Occupation of the children as directed by the Scheme, there shall be a Chaplain and Superintendent to be elected by the General Court of Governors; an Assistant Chaplain, a Matron, a Steward, and such Schoolmasters, Schoolmistresses, Teachers, Officers, and Servants, to be elected by the Committee, as the Committee may from time to time deem necessary.

## THE CHAPLAIN AND SUPERINTENDENT.

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1. He shall be a Clergyman of the Church of England in Priest's Orders, and shall be under the control of the President, the Treasurer, and the Committee.

2. He shall be married, and not under thirty nor above forty-five years of age at the time of his appointment, and shall reside in the house provided for him by the Governors at Witley.

3. He shall on every Sunday, Christmas Day, and Good Friday, and on all Public Fasts and Thanksgiving Days, perform the appointed Morning and Evening Services of the Church of England, in the Chapel at Witley, at such times as shall be appointed.

4. He shall there administer the Sacrament of the Lord's Supper once in every quarter to such of the Officers and Servants of the Establishment as may require it, and to such of the Inmates of the Institution as he may consider in a fit state to receive it.

5. He shall attend all Meetings of the Sub-Committee to which he shall be summoned, and shall, under the Governors, have the general superintendence of the Schools at Witley, together with control over the Officers and Servants thereof, in all matters relating to the education, industrial occupation and amusements of the children there.

6. He shall, in addition to his Sunday duties, be responsible for the good order and proper management of that Establishment.

7. He shall superintend the distribution of all Books, Tracts, and other Publications among the Children, having first submitted the titles, and obtained the approval of the Sub-Committee, the President or Treasurer, of such as he shall consider suitable for the purpose.

8. He shall keep a book, in which he shall record all punishments inflicted by his authority, with the date and cause thereof, and he shall at every Meeting of the Sub-Committee, make a Report on all subjects which may, in his opinion, require the consideration of the Governors.

9. He shall present to the Court of Governors in January every year, a Report in writing of the state and condition of the Institution, and of such occurrences therein during the preceding year, as he may consider worthy of notice.

10. He shall, in addition to his duties at Witley, attend at the Girls' School in St. George's Fields, at such times as the Committee shall direct, for the purpose of inspecting the Establishment there, and of counselling and encouraging the Superiors and Teachers, and admonishing such of the Children as from time to time may be reported to him for misconduct. He shall report the date of every such attendance to the Sub-Committee on the Second and Fourth Fridays in every Month.

11. An absence of a Calendar Month in every year will be allowed him, his place being then supplied by a Clergyman, approved by the Committee, the President or Treasurer. In the event of his being unable, by reason of sudden indisposition, to perform his duties, he may provide, with the concurrence of the President or Treasurer, the assistance of some other Clergyman in the performance of Divine Service in the Chapel of the Establishment; and generally he shall perform such Ministerial and other duties as the President, the Treasurer, or Committee may from time to time direct.

## THE ASSISTANT CHAPLAIN.

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1. He shall be a Clergyman of the Church of England in Priest's Orders, and shall be under the control of the President, the Treasurer, and the Committee.

2. He shall be married, and not under thirty, nor above forty-five years of age at the time of his appointment, and shall reside within two miles of the Institution.

3. He shall on every Sunday, Christmas Day, and Good Friday, and on all Public Feasts and Thanksgiving Days, perform the Morning or Evening Services of the Church of England, or both these Services in the Chapel, in St. George's Fields, as the Committee shall direct, and at such times as the Committee shall appoint.

4. He shall administer the Sacrament of the Lord's Supper once in every quarter to such of the Officers and Servants of the Establishment as may require it, and to such Inmates of the Institution as he may consider fit to receive it.

5. He shall, in addition to his Sunday duties, attend at the Girls' School at least twice a week for the purpose of giving Religious Instruction to the Inmates there, and ascertaining and promoting their progress in Secular Studies.

## THE MATRON.

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1. There shall be a Matron, who shall not be under thirty, nor above forty-five years of age at the time of her Election, and who shall be a member of the Church of England.

2. She shall have the management and direction of the department for females, subject to the direction of the President, the Treasurer, the Committee, and the Sub-Committee.

3. She shall keep a Journal, in which she shall notice every particular occurrence in the department under her charge, especially recording all punishments inflicted by her authority, with the days on which they took place, and the causes thereof; such Journal to be submitted to the Sub-Committee at every Meeting.

4. She shall reside in the apartments provided for her, and shall devote the whole of her time to the duties of her office; and shall not pass a night out of the House without having first obtained the consent of the President, the Treasurer, or the Sub-Committee.

5. She shall visit the various parts of the department under her charge every morning, before the usual hour of breakfast for the Establishment, and



see that the necessary arrangements for the proper Occupations of the day be made.

6. She shall exercise during the day a constant supervision over the females, and shall see that, with the exception of such as are sick, they be usefully and industriously employed under the several Instructors, and that the linen of the Establishment be properly washed, ironed, aired, and mended.

7. She shall see that an accurate account of the linen be taken before it go to the wash, and that it be afterwards returned in accordance with such account.

8. She shall not suffer any workmen employed in the House to have any communication with any of the Inmates under her charge.

9. She shall use her best exertions to obtain suitable situations for such as are in a fit state to leave. She shall visit them occasionally in their places, and encourage them to continued good conduct, and shall assist them with her advice whenever they appear to require it.

10. She shall report in writing to the Treasurer, the Sub-Committee, or the Superintendent, whenever she shall find any of the Instructors, or the Servants negligent in their duties, or otherwise misconducting themselves.

### THE STEWARD.

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He is to have the care and distribution (with proper economy), of all the Provisions, Clothing, and Stores required at both Establishments; and to keep the General Accounts of all Receipts and Expenditure.

### THE STOREKEEPER—WITLEY.

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1. He shall reside in the Apartments provided for him, and shall confine himself strictly to his duties as Storekeeper, except otherwise directed by the Governors.

2. He shall, subject to the direction of the Committee, be under the control of the Chaplain and Superintendent, so far as the treatment of Boys is concerned, but in all other respects he shall be under the control of the Steward, and act in conformity with his instructions.

THE SCHOOLMASTERS AND  
SCHOOLMISTRESSES.

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To be between the ages of 21 and 35 years at the time of their appointment, and are to instruct the children in the Christian Religion, and in Reading, Writing, Arithmetic, Geography, History, and other subjects, under the direction of the Committee and the Chaplain and Superintendent, both on Sundays and Week days.

## THE INSTRUCTORS IN INDUSTRIAL OCCUPATIONS.

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To be between 25 and 40 years of age at the time of their appointment, and under the direction of the Committee, the Chaplain and Superintendent, and other Superior Officers, to instruct the children placed under their care in their several branches of industrial occupation, so as to fit them for the performance of their duties in the situations that may be provided for them.

## THE PORTERS.

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1. To be between 30 and 45 years of age at the time of their appointment, and are not to suffer any Inmate or Servant of the Institution, during the hours devoted to work, to pass the gates without a written order from the Superintendent or Matron; nor any Provisions or Stores, being the property of the Governors, to be carried off the premises without a written order from the Steward or other person authorized by him.

2. To keep Lodge Books, in which they shall record the Names of all persons passing through the gates, together with the hours of their so passing.

3. To report, under pain of dismissal, when any person in the service of the Governors enters either Establishment in a state of intoxication.

## GENERAL RULES.

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1. Each child on admission to be stripped, washed, and combed, and not suffered to mix with the others until provided with Hospital clothing, and ascertained as far as possible to be free from disease.

2. The children to have suitable clothing of uniform colour and quality, and no deviation therefrom to be allowed unless by order of the Sub-Committee.

3. The Keys of the Schools, in charge of the respective Officers and Servants (the Superintendent, Storekeeper, and Matron excepted), not to be taken off the premises, but to be left as the Committee shall direct.

4. The Gates of the Schools to be locked every night at 10 o'clock precisely.

5. No person to be hired as a Servant of the Schools until after such a probationary trial as the Committee may see fit.

6. Every Servant to be in punctually at the hour of 10 at night, except under special leave in writing from the Superintendent or Matron, which is to be recorded.

7. Visitors to the Girls to be allowed on the first Tuesday in every month, between the hours of 10 and 12 o'clock in the Forenoon, but only in the presence of the Matron or a Schoolmistress.

8. Visitors to the Boys to be allowed on the first Monday in every month, at such hours as shall be found most convenient.

9. Girls to be permitted in special cases, and with the leave of the Committee, the President, or Treasurer, to visit their Parents or nearest relatives, in the company of one of the Officers or Servants of the Establishment.

10. Boys to be permitted to visit their Parents or nearest relatives, under such regulations as shall from time to time be provided for the purpose.

11. Each child, on leaving with a good character, and with the approbation of the Committee; to be provided with a suitable Outfit, and with a Bible and Prayer Book.

12. Each child on proof of continuous good conduct in the situation provided for it by the Governors, to be entitled to a reward of One Sovereign at the end of the first—a second Sovereign at the end of the second year, and a third Sovereign at the end of the third year.



13. The bounden duty of the Officers and Servants is—

1st.—To show in their conduct a good example.

2nd.—To attend Divine Service in the Chapels on Sundays, and Family Prayer daily, at the appointed time and places, except specially excused by the proper authority.

3rd.—To enforce their Orders and Instructions with kindness and firmness.

4th.—To treat the children as persons placed under them for instruction and occupation, abstaining from all unbecoming familiarity.

5th.—To comply with all the directions of the Committee, and of the Officers under whom they are severally placed, and generally to conform to all the Rules, Regulations, and Bye Laws in force for the time being for the Government of the Establishments.

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*The following shall be the Form of Application for the Admission of a Child, and the daily routine of Instruction and Industrial Occupation for the Children, but subject to such alterations in each, as the Governors may from time to time consider necessary.*

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Form of Application for the Admission of a Child.

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## KING EDWARD'S SCHOOLS.

FOR THE MAINTENANCE, EDUCATION, AND INDUSTRIAL OCCUPATION OF DESTITUTE CHILDREN OF BOTH SEXES, SO AS TO FIT THEM FOR GAINING AN HONEST LIVING.

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TO THE WORSHIPFUL

THE PRESIDENT, THE TREASURER, AND THE GOVERNORS.

THE HUMBLE PETITION OF \_\_\_\_\_ Insert Name.

Sheweth,

That your Petitioner is in a destitute condition, and earnestly prays for admission into King Edward's Schools, in order that he may be maintained, instructed, and exercised in industrial occupations, so as to be fitted for gaining an honest living. Your Petitioner will engage, on admission, to conform faithfully and honestly to the Rules and Orders made for the government of the Schools, and will undertake to obey implicitly the directions of the Governors, Officers, Masters and Mistresses, so long as he shall remain an inmate of the Charity.

And your Petitioner, as in duty bound, will ever pray.

Signature or mark of Petitioner \_\_\_\_\_

## KING EDWARD'S SCHOOLS.

## INSTRUCTIONS FOR PETITIONERS.

The following particulars are required to be fully and correctly stated.

Name.	
Age.	
Where living.	
Name and address of parents, or if the parents are dead, of nearest relations, also their occupations and circumstances in life.	
If ever convicted of crime state how often, and for what crimes, with the sentence of the court in each case.	
From what prison last discharged, and when.	
If ever admitted into any asylum, hospital, charity, school, or reformatory, state when and where.	
Whether brought up to any trade or occupation.	
Whether able to read and write.	
State of bodily health.	
Whether incapacitated from learning or following an industrial occupation by defective intellect, or bodily infirmity.	
Whether subject to fits.	
General character and disposition.	
Number of the children of parents (if any), with their ages.	

If the Petitioner's condition in life be known to any respectable persons, it is desirable that they should sign the annexed Certificate.

We are acquainted with the circumstances of the Petitioner \_\_\_\_\_ and we hereby certify that the preceding particulars are stated correctly to the best of our belief.

NAMES.

RESIDENCES.


Petitioners must be free from mental and bodily infirmity.

They must not be under *Twelve* nor above *Fifteen* years of age, in proof of which each must produce a Baptismal, Birth, or other satisfactory Certificate—without which no Petition will be considered.

The Height of Boys of	Thirteen	years of age	not to be under	4 feet	7 in.
„	„	Fourteen	„	„	4 „ 8 „
„	„	Fifteen	„	„	4 „ 10 „

When this Petition has been properly filled up and signed, it must be presented by the Petitioner with the Certificate of age, at KING EDWARD'S SCHOOLS, adjoining BETHLEM HOSPITAL, Saint George's Fields, Southwark, on the *Second* or *Fourth Friday* in any Month, at *Ten o'clock in the Morning precisely*. The circumstances of each case will then be enquired into by a Committee of Governors, who will admit such Petitioners as appear to be eligible, if there be vacancies.

The admission of Children who have been convicted of crime, will be very limited, as the proportion of Children in the Schools at one time, who have been so convicted, is “never to be more than one-sixth of the whole number of inmates;” the intention of the Schools being “for the prevention of crime, rather than for the reformation of juvenile criminals.”

No Child will be allowed to remain in the School beyond the age of Sixteen years.

## DAILY ROUTINE

OF INSTRUCTION AND INDUSTRIAL OCCUPATION FOR  
THE BOYS.

FROM	TO		DURATION.
H. M.	H. M.		H. MIN.
*6. 0	6.30	To Rise, Wash, be Inspected, and Marched to Shops, or other Employment .. .. .	30
6.30	8. 0	Employed in Shops or other Employment ..	1 30
8. 0	9. 0	Prayers, Breakfast, and Recreation .. .. .	1 0
9. 0	12.45	School, Shops, and other Employment. (School dismissed at 12 o'clock) .. .. .	3 45
12.45	1. 0	Preparation and Inspection for Dinner .. ..	15
1. 0	2. 0	Dinner and Recreation .. .. .	1 0
2. 0	5.45	School, Shops, and other Employment. (School dismissed at 4.30; and at 3.30 on Wednesdays)	3 45
5.45	6. 0	Preparation and Inspection for Supper .. ..	15
6. 0	7.45	Supper and Recreation (Night-School Library open in Winter) .. .. .	1 45
7.45	8. 0	Prayers and Bed .. .. .	15
* <i>Half-an-hour later in Winter Months.</i>			

## SUNDAY ROUTINE.

7. 0	8. 0	To Rise, Wash, and Prepare for the proper spending of Sunday .. .. .	1 0
8. 0	10. 0	Prayers, Breakfast, and Walking in Grounds ..	2 0
10. 0	11. 0	All in School .. .. .	1 0
11. 0	1. 0	Divine Service .. .. .	2 0
1. 0	6. 0	Dinner and Walking in Grounds. (Sunday School Library open) .. .. .	5 0
6. 0	7. 0	Supper and Walking in Grounds .. .. .	1 0
7. 0	8. 0	Divine Service and Bed .. .. .	1 0

## REGULATIONS.

1. The Boys are in two divisions, which attend the Shops, &c., and the Schools, on alternate days, receiving, on an average, 15½ hours instruction in School, and 24 hours Industrial Employment per week.

2. Half Holiday every Saturday, from 12 a.m., when Boys are to Bathe.

3. Choir Practice, and Fife and Drum Band, on alternate days from 12 to 12.45 p.m.

4. Drill for School Boys, in summer from 5 to 5.45 p.m. daily; and in winter from 12 to 12.45, when weather will permit.

The whole School to drill twice a-week during summer months after Supper.

## DAILY ROUTINE

### OF INSTRUCTION AND INDUSTRIAL OCCUPATION FOR THE GIRLS.

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Hours of Rising.—Six o'clock in the Summer months, and not later than Seven o'clock in the Winter months.

After washing, dressing, and private prayer in each Dormitory.

Until Eight o'clock—The Girls selected for employment in the Laundry and Kitchen, and in Household work, to be engaged in their particular occupations, and the rest in making Beds, and in sweeping and cleaning the Dormitories and other Apartments.

From Eight till Nine o'clock—Prayer, Breakfast, and Recreation.

From Nine till One o'clock—Girls selected for particular employments to be at their respective occupations, as the Matron shall direct, and on alternate days at School during the same hours.

From One till Two o'clock—Dinner and Recreation.

From Two till Five o'clock—Girls selected for particular employments to be at their respective occupations, and the rest at School and Needlework.

From Six till a Quarter-to Eight o'clock—Supper and Recreation.

From a Quarter-to Eight till Eight o'clock—Family Prayer.

Eight o'clock—Bed time.

On Saturdays—No School to be kept, either in the Morning or Afternoon. The children on this day to be engaged in cleaning the Establishment, assorting and distributing clean Linen, using the Bath, and in such other occupations as the Matron shall direct. The Recreation of the Inmates to be, when the weather will permit, in the Airing Grounds, and at other times in the Day Rooms, which are to be provided with suitable Books for amusement and instruction.

On Sundays—The Officers, Children, and Servants to attend Divine Service in the Chapel, and to spend the rest of the day in an orderly and proper manner, under the direction of the Assistant Chaplain and Matron.

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## BETHLEM HOSPITAL.

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THE HENRIETTA HOSPITAL

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## BETHLEM HOSPITAL.

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# RULES AND ORDERS,

TOGETHER WITH THE DUTIES OF THE SEVERAL

## OFFICERS AND SERVANTS.

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1. THIS HOSPITAL is under the direction and control of its Governors in General Court assembled.

### GENERAL COURTS.

2. Four General Courts shall be held in every year, viz., one in January, one in April, one in June, and one in November; and others as often as the President may think proper, or whenever the same may be required to be held by a resolution of the Committee, or by a requisition in writing, signed by at least thirteen Governors.

### THE COMMITTEE.

3. There shall be one responsible and effective Committee, consisting of the President and the Treasurer (*ex-officio*), and forty-two Governors, elected by the General Court, whose duty it shall be to conduct the affairs of the Hospital, and superintend the general management and concerns thereof: five to be a quorum.

## BETHLEM SUB-COMMITTEE.

4. The Committee shall be divided into six parts, each part to be summoned to attend, in monthly rotation, at Bethlem Hospital, every *Vidnes* ~~Fri-~~ day, and to constitute, together with the President and Treasurer, the Bethlem Sub-Committee; the duty of which shall be,—to admit and discharge Patients, inspect the Establishment, audit weekly Bills, and dispatch ordinary and casual business. Such Sub-Committee to be open to all Governors; and the minutes of its proceedings to be submitted for approval to the Committee at every meeting for general purposes.

5. All poor Lunatics presumed to be Curable, are eligible for admission into this Hospital, for maintenance and Medical Treatment, except—

1. Those who have sufficient means for their suitable maintenance in a Private Asylum.
2. Those who have been insane more than twelve months, and are considered by the Resident Physician to be Incurable.
3. Those who are in a state of Idiocy, or are subject to Epileptic Fits, or whose condition threatens the speedy dissolution of life, or requires the permanent and exclusive attendance of a Nurse.

N.B. “A preference will be given to Patients of the educated classes—to secure accommodation for whom, no Patient will be received who is a proper object for admission into a County Lunatic Asylum.”

6. The Bethlem Sub-Committee, which is open to all Governors, shall meet at the Hospital every ~~Friday~~ <sup>Wednesday</sup> (except ~~Good Friday~~ <sup>Wednesday</sup> and Christmas-Day when it falls on a ~~Friday~~), to receive and consider petitions for the admission of patients; and Patients to be admitted ~~on any Friday~~ must be brought to the Hospital not later than ten o'clock in the morning of that day, the Resident Physician having power to admit Patients on any day, subject to the approval of the Sub-Committee on the ensuing ~~Friday~~ <sup>Wednesday</sup>.

7. Every Patient admitted as curable shall remain and be wholly maintained at the expense of the Hospital for twelve months, if recovery at an earlier period do not take place; the Bethlem Sub-Committee having power, subject to the approval of the General Committee, to extend, for a specified period, the residence in the Hospital of Patients who there is reason to believe, will be benefited by such extension.

8. No Patient who has been discharged uncured shall be again admitted into the Hospital as curable, without proof that such Patient has been well at least twelve months since the last discharge.

9. The person of every Patient (Male and Female) shall, immediately after admission, be carefully examined by the Head Attendant, who shall forthwith report in writing to the Resident

Physician and Medical Superintendent, the bodily condition of the Patient, and especially any bruise, injury or mark, which may have been observed in such examination; and it shall be the duty of the Resident Physician, upon receiving notice of the existence of any recent injury or apparent bodily disorder, at once himself to make a personal examination of the patient.

10. A limited number, to be settled from time to time by General Court, of incurable Patients shall be permanently retained in the Hospital. They shall be selected from such Patients as have been previously admitted into the Hospital as curable, but have not been cured, and are dangerous lunatics.

11. No Patient shall be eligible for admission on the Establishment for incurables unless recommended by the Bethlem Sub-Committee and approved by the General Committee, on a consideration of the Report of the Resident Physician as to the mental condition and previous station in life of such Patient. A list of Patients, so approved, shall be kept, and as vacancies occur they shall be admitted in the order in which they were approved, without favour or preference.

12. Every Patient on admission shall be placed in such part of the Hospital as shall be directed by the Resident Physician, who has the entire charge of the classification.

13. No Patient shall be placed under mechanical restraint, or in seclusion, without the previous authority of the Resident Physician, or, in his absence, of the Assistant Medical Officer; and a Register shall be kept, in which every case of such restraint and seclusion resorted to in the Hospital, and the reasons for such restraint or seclusion, shall be fully recorded, such register to be laid before the Bethlem Sub-Committee at every meeting.

14. No provisions or liquors, under any pretence, shall be given to Patients by their friends, without the permission of the Resident Physician.

15. No extra diet shall be allowed for any Patient, without the written authority of the Resident Physician.

16. An ample supply of books and other publications shall be provided for the instruction and amusement of the Patients, but none shall be distributed amongst them unless approved by the Resident Physician and the Bethlem Sub-Committee.

17. All discharged Patients shall be removed by their sureties, within six days after notice to that effect; and a return of those not so removed, shall be laid before the Bethlem Sub-Committee at its next meeting.

18. The Bethlem Sub-Committee shall have power to relieve any destitute Patient, on discharge, with a gratuity not exceeding twenty shillings.

19. If a Patient escape through the negligence of any Officer, Attendant, or Servant, the expense of recovering such Patient shall be paid by the Steward, and by him deducted from the salary or wages of the person in fault; who in addition shall be liable to a further penalty, not exceeding twenty pounds, at the discretion of the Bethlem Sub-Committee.

20. The relatives and friends of Patients shall be permitted to visit Male Patients on the first and third Mondays, and the Female Patients on the second and fourth Mondays in every month, between the hours of two and four o'clock in the afternoon; but no visitor shall be permitted to see a Patient if the Resident Physician consider that the visit will prove injurious to the Patient, or be otherwise inexpedient.

21. The duties of the several Attendants and Servants shall be printed in a separate form, and a copy given to each on entering the Hospital.

22. Every Governor may take Visitors over the whole of the Hospital; and Visitors, unattended by a Governor, shall be allowed a similar inspection, on producing an order to that effect from the President or the Treasurer.

23. Every Visitor shall be invited to enter his name and address, with such remarks as he may see fit, respecting the state and management of the Hospital, in the Visitors' Book, which shall be weekly laid before the Bethlem Sub-Committee.

24. The Bethlem Sub-Committee shall inspect every part of the Hospital, at least once a month, and record, in the Book kept for that purpose, the condition in which they find the Establishment, together with such suggestions for its improvement as may have occurred to them during inspection. And for the purpose of securing vigilance on the part of all the Officers and Attendants, a like inspection shall be made at some uncertain time, by one or more of the Committee, once at least, in every three months.

25. A Book shall be kept in which all sums of money, or other property which may be found upon any Patient on admission, shall be entered and certified by the persons bringing such Patient, and countersigned by the Steward, who shall have the custody of such property, which book shall be laid before the Bethlem Sub-Committee at every Meeting.

26. Every Officer, Attendant, and Servant, shall be under the control of the President, Treasurer, Committee, and Bethlem Sub-Committee, as well as of the Resident Physician, and other officer under whom they shall be immediately placed.



27. Every complaint by an Officer against any other Officer, Attendant, or Servant, shall be made in writing, prior to such complaint being considered ; and in the event of an Officer, Attendant, or Servant, having been suspended, the particulars of such suspension shall be stated at length.

28. Every Officer, Attendant, and Servant, shall be responsible for the proper observance of all the Rules in force for the good government of the Hospital, so far as they may be applicable in his or her department.

29. Every Officer shall attend the prayers and other religious services in the Chapel, as regularly as circumstances will admit : and arrangements shall be made so that all the Attendants and Servants may attend in rotation.

30. No Officer, Attendant, or Servant, shall have an interest, direct or indirect, in any contract or agreement for the supply of any article, or the performance of any work for the Hospital ; and no Officer, Attendant, or Servant, shall take, under pain of immediate dismissal, any perquisite, or accept any fee, gratuity, or present, from any Visitor to the Hospital, or from any person concerned for, or connected with it, or from a Patient, or from the friend of any Patient.

THE RESIDENT PHYSICIAN,  
AND MEDICAL SUPERINTENDENT.

31. There shall be a Resident Physician, who must be a Doctor of Medicine of an University in the United Kingdom, and a Fellow or Member of the College of Physicians in London, Edinburgh, or Dublin, qualified to practise as a Physician.

32. He shall devote the whole of his time to the duties of the office; and shall not have any connection, directly or indirectly, with any other Establishment for the reception of lunatic or other patients, nor shall he professionally attend any private patient.

33. He shall constantly reside within the Hospital, and shall never be absent from it, on any account whatever, without previously giving charge of it to some other competent medical practitioner, to the satisfaction of the President or Treasurer, so that the Institution shall at no time be without efficient medical superintendence.

34. He shall never be absent from the Hospital for a night without the written consent of the President or Treasurer. An absence of a month in every year will be allowed him, provided that arrangements be made, satisfactory to the President, or Treasurer, for the efficient performance of his duties during such absence.

35. He shall be under the control of the President, the Treasurer, the Committee, and the Bethlem Sub-Committee; and shall himself have control over all other Officers, Attendants, and Servants, in everything pertaining to the maintenance, care, occupation, and amusement of the Patients. He shall have authority to recommend the hiring and discharge of all Attendants and Servants, and may suspend any of them for misconduct, entering a report of such suspension, with the reason thereof, in a Journal, for the information of the next Bethlem Sub-Committee, and giving immediate notice thereof to the Treasurer.

36. He shall be responsible for the management and condition of the Hospital, and shall superintend the whole of the medical and moral treatment of the Patients, and the general arrangements of the Establishment, subject to the Rules of the Hospital and the directions of the Governors.

37. He shall classify the Patients, and shall regulate and determine the diet of those who are sick and infirm, in such manner as he shall see fit, taking care that the particulars of such sick or extra diet be entered in a Book to be kept for that purpose. He shall also from time to time examine the provisions furnished for the use of the Patients, and report to the Bethlem Sub-Committee whenever he shall consider the quality of any part of it to be unsatisfactory.

38. He shall carefully examine every Patient on admission, and, if requisite, on discharge; and shall cause proper entries relative thereto to be made in the Books kept for that purpose.

39. He shall make a daily visit to all parts of the Hospital, passing in review the whole of the Patients, Attendants, and Servants. This general visit to be independent of any special visits which, from the severity of particular cases, or for the insuring constant attention to their duties on the part of the Attendants and others, he may judge it expedient to make.

40. He shall make occasional visits, at uncertain times during the night, to the various wards and bed-rooms, and shall enter in the Journal the state of the Hospital at the time of such visits, for the information of the Bethlem Sub-Committee at their next meeting. On making such visits to the department for Female Patients, he shall be accompanied by some Female Officer of the Hospital.

41. He shall take care that every Patient reported as requiring restraint or seclusion be immediately visited by himself or another Resident Medical Officer.

42. He shall take care that the Rules of the Hospital be faithfully observed, especially enforcing at all times on the Attendants and Servants the

paramount importance of gentleness and kindness to the Patients.

43. He shall act as Physician, not only to the Patients of Bethlem, and Resident Officers and Servants, but also to all the inmates of the King Edward's Schools, and shall take care that all medicines prescribed be duly dispensed and administered.

44. He shall investigate all complaints made to him by Patients, Attendants, or Servants, and shall report in writing to the President, Treasurer, or Bethlem Sub-Committee, at their next meeting, such as appear to require further notice.

45. He shall take care that all admissions, discharges, and deaths, be duly recorded; and that the Prescription Books, Medical Visitation Book, and Case Books, be regularly and effectively kept, and presented to the Bethlem Sub-Committee every week, such cases as are completed being previously signed by himself in testimony of his approval. Each case shall contain the following particulars, to be amplified in cases which appear to require more extended details:—

*First.*—A statement of the name, age, sex, and previous occupation of the Patient, and whether married or single.

*Secondly.*—An accurate description of the external appearance of the Patient, when first seen

after admission; of the habit of body and temperament, of the appearance of the eyes, the expression of the countenance, and any peculiarity in the physical formation, the state of the vascular and respiratory organs, and of the abdominal viscera, and their respective functions; of the state of the pulse, tongue, skin, &c.

*Thirdly.*—A description of the phenomena of mental disorder which characterize the case; the manner and period of the attack; with a minute account of the symptoms, and the changes produced in the patient's temper or disposition; specifying whether the malady displays itself by any, and what illusions, or by irrational conduct, or morbid or dangerous habits or propensities; whether it has occasioned any failure of memory or understanding; or is connected with epilepsy, hemiplegia, or symptoms of general paralysis, such as tremulous movements of the tongue, defect of articulation, or weakness, or unsteadiness of gait.

*Fourthly.*—Every particular which can be obtained respecting the previous history of the Patient; what are believed to have been the predisposing and exciting causes of the attack; what have been his habits, whether active or sedentary, temperate or otherwise; whether he has expe-

rienced any former attacks, and if so, at what periods; whether any of his relatives have been subject to insanity or any other cerebral disorder: and whether his present attack has been preceded by any premonitory symptoms, such as restlessness, unusual elevation or depression of spirits, or any remarkable deviation from his ordinary habits and conduct; and whether he has undergone any, and what previous treatment, or has been subject to personal restraint.

*Fifthly.*—A statement, from time to time, at intervals in no case exceeding one month, of the mental and bodily condition of the Patient, and of any changes which may be observed in his bodily health, or in the form of his mental disease; also an accurate record of the medicines administered, and other remedies employed, with the results.

The several particulars herein required to be recorded to be set forth, not in any fixed or tabular form, but in a manner so clear and distinct, that they may admit of being easily referred to, and extracted whenever required.

46. He shall see that there be immediately entered in the Prescription Book, an account of all medicines, wines, and spirits, prescribed and dispensed.

47. He shall, on the death of a Patient, report the same to the Coroner, and to the next Bethlem Sub-Committee, specifying the time during which such Patient had been in the Hospital, and the apparent cause of death.

48. He shall direct post-mortem examinations to be made, when practicable, in cases that appear likely to afford information as to the nature, causes, or effects of insanity or where the cause of death is doubtful.

49. He shall take care, when any violent or sudden death shall occur, that immediate notice thereof be sent to the Treasurer and to the friends of the Patient; and in every case of suicide, the Attendant who had the care of the Patient shall be suspended until the next meeting of the Bethlem Sub-Committee.

50. He shall take care that the friends of Patients dangerously ill be invited to visit them without delay, and to remain with them, as far as may be practicable, during the continuance of such illness.

51. He shall report to the Bethlem Sub-Committee, at every meeting, the important circumstances that have occurred in the Hospital since the preceding meeting, noticing the name of every Patient fit to be discharged, or likely to be benefited by being allowed to be absent on trial; the number



of Patients in the Hospital; the number of such as are sick, with the nature of their complaints; the number, if any, of those who have been under personal restraint, or in seclusion, with the cause, the nature, and the duration thereof; the number who have attended Divine Worship; and the number who have been in employment, with the nature of their occupations.

52. He shall take care that lists be prepared of all Patients who are suicidal, or subject to any disease or habit requiring particular attention; such lists to be delivered to the Attendants in each ward, for their guidance, and to be corrected from time to time, with every change of Patients.

53. He shall point out to the Chaplain such Patients as he may consider capable of deriving benefit from religious instruction.

54. He shall allow every Patient of a religious persuasion differing from that of the Established Church, at the special request of such Patient, or of his or her friends, to be visited at reasonable times by a minister of his or her own persuasion, whenever in his (the Physician's) opinion such visits will not be prejudicial.

55. He shall present Patients on leaving the Hospital cured, or on leave of absence, with such advice as he may consider best adapted to prevent the recurrence of their disease.

56. He shall attend all meetings of the Bethlem Sub-Committee, to assist by his advice, and to submit for consideration, the various suggestions he may, from time to time, think it right to make, respecting the management, exercise, amusement, employment, classification, and diet of the Patients.

57. He shall inspect all letters addressed to Patients, and shall give such letters or communicate the contents thereof, wholly, or in part, to the Patients addressed, at his discretion.

58. He shall also inspect all letters written by Patients (except those addressed to Governors) and shall withhold such as appear to him to be objectionable. All letters so withheld shall be laid before the next Bethlem Sub-Committee.

59. He shall see that the Steward be made acquainted with every change that shall be made in the number of Patients in any of the wards, in order that a corresponding change be made in the distribution of rations.

60. The proper care of the Patients, and the due administration of the Hospital, in accordance with the Rules, shall be his first consideration, next to which he shall use his best exertions to render the Establishment effective as a school for the study of insanity, and the dissemination of knowledge

respecting its nature, causes, and proper treatment.  
To effect which—

61. He shall admit as pupils, Medical Students complying with the rules prepared for such cases; the Governors reserving to themselves the right of nominating pupils, who shall attend gratuitously.

62. He shall make such regulations for their instruction, consistent with the comfort of the Patients, and the educational proceedings in the other Hospitals, as he may see fit.

63. The pupils shall have the privilege of attending all post-mortem examinations made in the Hospital.

64. He shall give Clinical Instruction, to be illustrated by the cases under consideration at the time.

65. He shall be assisted in the performance of his duties by a Second Resident Medical Officer, and by such Medical Pupils as shall be resident, who shall in all respects be under his direction.

66. He shall present to the General Court of Governors, at their first Meeting in every year, an Annual Report, showing the general condition of the Patients, and the state and management of the Hospital during the preceding year.

## THE ASSISTANT MEDICAL OFFICER.

67. There shall be an Assistant Medical Officer, who shall be a Fellow or Member of one of the Royal Colleges of Surgeons, and a Licentiate of the Company of Apothecaries.

68. He shall devote the whole of his time to the service of the Hospital, and shall not have any connexion directly or indirectly with any other Establishment for the reception of lunatics or other patients, nor shall he professionally attend any private patient.

69. He shall be under the control of the Resident Physician, under whose immediate direction he shall perform all his duties.

70. He shall constantly reside in the Hospital, and shall never be absent from it, on any account whatever, without the consent of the Resident Physician. An absence of a month in every year will be allowed him, provided that arrangements be made satisfactory to the Resident Physician, and the President or Treasurer, for the efficient performance of his duties during his absence.

71. He shall make up Medicines and dispense them to the Patients, and to the Resident Officers and Servants of the Hospital, and the King Edward's Schools when required.

72. He shall, in the absence of the Resident Physician, and of his approved Substitute, have all the Resident Physician's authority and powers, and shall have charge of the whole Establishment, and be responsible for its proper administration, subject to the Rules of the Hospital and the directions of the Governors; but it shall be his duty on such occasions to carry out as far as may be practicable, the directions of the Resident Physician, or what may reasonably be expected to be his wishes in the event of no directions having been given.

## THE CHAPLAIN.

73. There shall be a Chaplain, who shall be a Clergyman of the Church of England in Priest's Orders, not under thirty, nor above forty-five years of age at the time of his election, and who shall reside within two miles of the Hospital.

74. He shall perform Divine Service, Morning and Evening, in the Chapel of Bethlem Hospital, on every Sunday, Christmas Day, and Good Friday, at such times as shall be appointed, to the Officers and Servants of the Establishment, and such of the Patients as the Resident Physician shall deem it desirable should attend.

75. He shall administer the Sacrament of the Lord's Supper, at least once in every quarter, to such of the Household as may require it, and to such of the Patients as may require it, and as he and the Resident Physician shall consider in a fit state to receive it.

76. He shall visit the Hospital on at least two other stated days in every week, at stated hours, and when requested by the Resident Physician, for the purpose of affording religious consolation and instruction to those Patients whom the Resident Physician shall point out to him as likely to be

benefited thereby. And generally he shall perform such ministerial duties, and keep such Journals as the Court, the General Committee, or Bethlem Sub-Committee may from time to time direct, and such Journals to be the property of the Governors.

## THE MATRON.

77. There shall be a Matron, who shall be under the control of the Resident Physician.

78. She shall not be under thirty, nor above forty-five years of age at the time of her appointment; and she shall be unmarried, or a widow not encumbered with a family.

79. She shall devote the whole of her time to the duties of her office, and shall have no connexion directly or indirectly with any other Establishment.

80. She shall reside in the Hospital, and shall never be absent from it a night without first consulting the Resident Physician, and obtaining the consent of the President or Treasurer.

81. She shall be responsible for the prompt and accurate execution of all the directions of the Resident Physician, and under his guidance, shall embrace every opportunity for the suitable employment, amusement, and instruction of the Female Patients.

82. She shall spend the chief part of her time with the Female Patients, and shall inspect them all, and the several apartments appropriated to their use at least twice a day; her first inspection to be completed every morning by ten o'clock.



83. She shall be responsible for the neat and cleanly appearance of the Female Patients, and shall take care that their apartments be kept clean and free from offensive smells; that a cheerful appearance be encouraged therein, and that every defect in the repair, warming, or ventilation thereof be immediately reported.

84. She shall take care that every case of sickness, and every casualty among the Female Patients requiring medical attention, be reported to the Resident Physician as soon as the same shall be perceived, or shall occur.

85. She shall not remove any Patient or Attendant from one gallery to another without the authority of the Resident Physician.

86. She shall, in common with the Resident Physician, have control over the Female Attendants, and shall uniformly enforce on them the constant exercise of gentleness and kindness in the performance of their duties.

87. She shall be responsible for the proper making, repairing, washing, airing, and distribution of the linen of the Hospital; she shall also be responsible for the proper clothing and bedding of the Female Patients.

88. She shall take stock of all the Hospital

clothing, bedding, &c., in the apartments for Female Patients, at least once in every quarter, and enter the same in a Book to be kept for that purpose, and immediately communicate the result to the Steward.

89. She shall take care that all the Female Attendants be faithful and diligent in the performance of their duties; that they observe the strictest propriety in their language, conduct, and demeanour, and that there be neither waste nor mismanagement in any part of the Hospital under her charge.

90. She shall investigate all complaints made to her by Female Patients, and shall communicate the result of her inquiry to the Resident Physician.

91. She shall keep a Journal, in which she shall notice every circumstance of importance occurring in her department; such Journal to be submitted to the Bethlem Sub-Committee every time it meets.

92. She shall make occasional visits at uncertain times during the night, to the different apartments under her charge, and shall report to the Resident Physician, and enter in her Journal, the state in which they then appeared. Such visits to be made at least twice a month.

93. She shall cause every Female Patient becoming dangerous or annoying to others, and not to be soothed or controlled by calmness and persuasion, to

be quietly removed, and the circumstance to be immediately communicated to the Resident Physician, who alone shall have the power of imposing restraint or seclusion.

94. She shall be at liberty, as well as the Resident Physician, to inspect all letters written by Female Patients, unless addressed to Governors.

95. She shall take care that all clothing and every other article brought to the Hospital with Female Patients be properly preserved and duly returned on their discharge, or satisfactorily accounted for.

96. She shall insert in her Journal any temporary absences from the Hospital, stating the hours of her departure and return.

## THE STEWARD.

97. There shall be a Steward, who shall be under the control of the President, Treasurer, Committee, and Bethlem Sub-Committee, and "in everything pertaining to the maintenance, care, occupation, and amusement of patients," he shall be under the control of the Resident Physician.

98. He shall not be above forty years of age at the time of his election.

99. He shall reside in an official residence provided for him within the premises.

100. He shall have no other occupation whatever, but shall devote the whole of his time to the duties of his office, and shall not be absent a night from his residence, without the consent of the President, Treasurer, or Bethlem Sub-Committee.

101. He shall give security for the sum of £600. to the satisfaction of the Committee, by himself; and two sureties in £300. each, one of which sureties may be an approved Guarantee Society.

102. He shall, neither directly or indirectly, have any interest in, or connection with any other Establishment for the reception of lunatics.

103. He shall have control over the Clerk of the Works, the Gardeners, the Cutter of Provisions, the

Cook, and Kitchen Maid, in matters not relating to the treatment of Patients, and shall have power to suspend any of them for misconduct, reporting the same to the Treasurer and Resident Physician.

104. He shall have the custody of, and be responsible for, the quantity and quality of all provisions, stores, furniture, bedding, clothing, and articles of domestic use or consumption, and shall superintend their receipt, distribution, and proper repair. He shall also lay before the Bethlem Subcommittee an account of such things as shall from time to time be required in the Hospital; and shall purchase nothing without a proper order, and receive nothing without an invoice, which is to be carefully checked and filed.

105. He shall keep Books, in which the receipt and distribution of stores and provisions shall be entered in such form as shall be directed, and shall from time to time prepare abstracts of the same for the consideration of the Committee.

106. He shall take care that every article of bedding, clothing, furniture, &c., in use in the galleries, and belonging to the Hospital, be distinctly marked before it is issued.

107. He shall annually, on the 31st of December, and oftener, if required, take stock of all stores and provisions on hand, in order that the general expenditure of the Hospital may be ascertained.

108. He shall lay before the Committee, at their first Meeting in every year, an Inventory of all furniture and other effects belonging to the Hospital on the 1st of January preceding, with a report of all additions thereto, and alterations therein, made during the preceding year.

109. He shall keep a Cash Book, in which shall be entered all monies received and paid by him, such book to be cast at the end of every month, and laid by the Receiver before the Treasurer and the Committee.

110. He shall keep the Register of Patients, and all such other Books and accounts as shall from time to time be required of him.

111. He shall answer, under the direction of the Resident Physician, all written applications relative to the admission of Patients; and shall immediately communicate the discharge of Patients to their friends and sureties.

112. He shall fill up and forward to the friends and sureties of all Patients dangerously ill, the request of the Resident Physician that they should visit them without delay; and in the event of the death of any Patient, he shall immediately report the circumstance to the friends and sureties of the

deceased. If the body be not removed within five days after death, it may be buried under the direction of the Bethlem Sub-Committee, who shall have power to order an earlier interment, if the Resident Physician shall report such to be necessary.

113. He shall take care that there be no extravagance, waste, or mis-appropriation of the property of the Hospital in any department under his charge.

114. He shall have no interest, directly or indirectly, either in his own name, or in the name of any other person, in any Contract or Agreement with the Governors, for the supply of any article, or the performance of any work for the Hospital.

115. He shall take care that the Servants under his control be faithful and diligent in the performance of their several duties, and that they observe the strictest propriety in their conduct and demeanour.

116. He shall not directly or indirectly interfere in the treatment or management of any Patient, or with the Officers or Attendants in the discharge of their duties, but shall, on observing anything which he may consider irregular or improper, forthwith report the same to the Resident Physician, or to the

Treasurer, or the Bethlem Sub-Committee, at their next meeting.

117. He shall carry on such part of the correspondence of the Hospital as the Bethlem Sub-Committee or Resident Physician shall direct.

118. He shall neither take, under pain of immediate dismissal, any perquisite, of any description; nor accept any fee, gratuity, or present of any kind, from any person or persons concerned for, or connected with, the Hospitals; nor shall he deal, for his own private consumption, with any tradesman who may at the time be supplying the Hospitals.

119. He shall conform to the general Rules and Regulations which now are, or shall hereafter be made, for the general management of the Hospitals.

120. He shall act also as Steward of the King Edward's Schools, and as such—

121. He shall have the care and distribution (with proper economy) of all the provisions, brewing articles, clothing, and stores in general required for both Hospitals; and keep the General Accounts of the receipts and expenditure of the House.



122. He shall receive, for the supply of Bridewell Hospital, all articles of clothing and bedding, and such other stores as may be required there.

123. He shall attend, when required, the Meetings of the Sub-Committee, and act conformably with the several directions of the Court, Committee, and Sub-Committee, and conform to the Rules and Regulations of the Hospitals.

124. He shall have the assistance of a Clerk, to be approved by the Treasurer, at a salary not exceeding Sixty pounds per Annum on commencement.

## THE ATTENDANTS AND SERVANTS.

125. The Attendants and Servants shall commence their duties at six o'clock in the morning in the Summer, and at such time as shall be appointed, not later than seven o'clock, in the Winter.

126. Every Attendant and resident Servant shall be in the Hospital punctually at the hour of ten o'clock at night, except the married Male Attendants and Servants, who are to be permitted to sleep out of the Hospital twice every week, and on Sundays alternately.

127. Every Attendant and Servant shall be responsible for the safe custody and proper use of the several keys, stores, and other things committed to their charge. Any Attendant or Servant permitting a gallery or gate key intrusted to his or her charge, to be in the possession of a Patient, or other person, without the authority of the Superior Officer under whose general control he or she may be placed, will be subject to immediate dismissal.

128. Every Attendant and Servant is strictly prohibited, under pain of immediate dismissal, from conveying, or causing to be conveyed, out of the Hospital, any provisions or stores of any kind, under any pretence whatever; neither shall they take out

of the Hospital any property of any other description belonging to the Governors, without the written authority of a Superior Officer.

129. Every Attendant and Servant is strictly forbidden, under the like penalty, from accepting any fee, gratuity, or present of any kind; or taking any perquisite of any description, or receiving money from any friend of a Patient, or from any Visitor to the Hospital, for any purpose or under any pretence whatever.

130. Every Attendant or Servant by whose negligence or connivance a Patient shall escape from the Hospital, shall, in addition to being subject to immediate dismissal, pay such part of the expense incurred in the recovery of such Patient, and such further sum, not exceeding twenty pounds, by way of penalty, as the Bethlem Sub-Committee shall direct.

131. All the Attendants and Servants of the Establishment shall render a punctual and cheerful obedience to the Orders of their Superior Officers; and shall endeavour, by every means in their power, to carry the Rules laid down for the good government of the Hospital into full effect. They shall report to the Superior Officer, under whose general control they are severally placed, every impropriety

of conduct in any other Attendant or Servant that may fall under their observation; and they shall prevent every description of waste.

132. They shall be ready at all times to assist each other in the discharge of their respective duties; and in all cases they shall have strict regard to the comfort of the Patients, the interest of the Hospital, and the wishes of the Governors.

133. They shall not, when out of the Hospital, mention the names, or speak of the conduct of Patients, but shall conduct themselves as persons holding an important trust; and they shall always be distinguished by personal neatness and undeviating propriety of behaviour. Any Attendant or Servant discovered making arrangements with Lodging-house-keepers or others, for the purpose of receiving Lunatic Patients previous to their admission, or subsequent to their discharge from the Hospital, or taking any part therein, will be regarded as violating this Regulation, and will be subject to immediate dismissal.

134. Every Attendant and Servant on being appointed shall be provided with a Copy of their Duties, and shall sign an acknowledgment of having received them, and an undertaking to abide by them; and every one of them who shall infringe

any of the Rules of the Hospital, or shall neglect any of the directions of their Superior Officers, shall be liable to immediate dismissal.

135. No Attendant or Resident Servant shall be allowed to leave the Hospital without permission, in writing, stating for what time such permission is given, from the Superior Officer under whose general control such Attendant or Servant is placed.

136. No person shall be permanently engaged as an Attendant or Servant of the Hospital until after a trial of two months: and no Attendant or Servant when engaged shall be above forty-five years of age, except the Porter and Gate Keeper, who shall not be above fifty-five years of age.

137. The Attendants and Servants shall each give or receive one month's notice prior to leaving their situations, and if they leave without such notice, except with the consent of the Treasurer, they shall forfeit all wages due to them at the time. This rule is not to apply to Attendants or Servants on trial, with whom one week's notice shall be sufficient, or to Attendants and Servants discharged for misconduct, who shall not be entitled to any previous notice.

## THE ENGINEER.

138. There shall be an Engineer, who shall have the charge of the Steam Engine and all Machinery, and shall be responsible for their condition and proper repair, and for the requisite supply of steam, and hot and cold water, throughout the Establishment.

139. He shall keep accounts of the quantity of Coals consumed in his department, in such form as shall from time to time be approved of by the Bethlem Sub-Committee.

140. He shall be responsible for the proper care and treatment of all Patients placed in employment under him.

141. He shall be under the control of the Steward and Clerk of the Works in all matters relating to his duties as Engineer; but in the performance of his duties towards Patients he shall be under the control of the Resident Physician.

## THE GARDENER.

142. There shall be a Gardener, who shall have the care and management of the Garden, Airing Ground, Shrubberies, Lawns, and Roads, and shall be responsible for their being kept in proper order.

143. He shall have the charge of the produce of the garden, and all garden implements and tools.

144. He shall supply the Hospital with such garden produce as shall from time to time be required, and shall be responsible for the proper care and treatment of all Patients placed in employment under him.

145. He shall be assisted by an Under-Gardener, who shall act under his direction.

146. He and his Assistant shall be under the control of the Steward in all matters relative to their duties as Gardeners; but in the performance of their duties towards Patients they shall be under the control of the Medical Officers.

## THE PORTERS.

147. There shall be two Porters and one Assistant Porter, who shall not be above fifty-five years of age at the time of their appointment, and neither of them shall be encumbered with any family.

148. They shall be on their Stations at six o'clock every morning in the Summer, and at such times as shall be appointed, not later than seven o'clock, in the Winter. They shall not quit their Stations during any part of the day without the leave of the Resident Physician, who is first to appoint a proper person to supply the place of him who is absent; and they shall remain on duty until ten o'clock every night.

149. The Porter at the Gate shall not allow any Attendant or Resident Servant to quit the Hospital without permission, in writing, signed by the Superior Officer under whose general control such Attendant or Servant is placed, and stating for what time such permission is given; and he shall keep a Book in which he shall enter the time of departure and return of every such Attendant or Servant, which book is to be laid before the Bethlem Sub-Committee weekly.

150. They shall not suffer any spirits, wine, beer, or other fermented liquor, to be brought into the Hospital for the Patients, Attendants, or



Servants, on any account, except under the directions of the Steward.

151. They shall not suffer any provisions to be brought into the Hospital for Patients, nor permit any clothing belonging to them to be taken away without the authority of the Steward or Matron.

152. They are strictly enjoined to allow no provisions or articles of Hospital consumption to be taken out of the Hospital, without the authority of the Steward.

153. They shall be at liberty to examine all parcels and bundles coming into or going out of the Hospital (except such as belong to the Medical Officers, the Steward, or Matron,) and they are to report to the Treasurer, Resident Physician, or Steward, whenever they shall find any articles therein contrary to the Rules of the Hospital. Any remissness in this part of their duty, will subject them to immediate dismissal.

154. They shall be under the control of the Resident Physician and Steward, and shall conform in all respects to the Rules of the Hospital, and shall inform the Treasurer, the Sub-Committee, the Resident Physician, or the Steward, whenever they shall observe any impropriety of conduct or any violation of the Rules on the part of any other person in the service of the Hospital.

## O T H E R   S E R V A N T S .

155. There shall be a Bricklayer, a Plumber and Painter, two Carpenters, a Smith, a Cutter of Provisions, a Cook, a Kitchen-maid, a House-maid, four Laundry-maids, and such other Servants as shall from time to time be required.

156. Their duties shall be in accordance, as far as practicable, with the nature of their respective appointments; in addition to which they shall severally perform such other duties as shall from time to time be required of them; and they shall be severally responsible for the safety and proper treatment of all Patients placed in employment under them.

157. The Bricklayer, the Plumber, and Painter, the Carpenters, the Smith, the Cutter of Provisions, the Cook, and the Kitchen-maid, shall be under the control of the Steward, except with reference to the treatment of Patients under their care, wherein they shall be under the control of the Resident Physician.

158. The House-maid and the Laundry-maids shall be under the control of the Matron.

## THE ATTENDANTS.

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### 1: DUTIES AT PARTICULAR HOURS.

At 6 A.M. in  
Summer, and  
not later than  
7 A.M. in Win-  
ter.

159. The Attendants shall unlock the bed-room doors of all the Patients who are in a fit state to be at large; they shall then wash and dress the Patients, and carefully examine them, in order that any soreness or discolouration of the skin, or other change may be observed and reported to the Medical Officer at his first morning visit, or immediately if the case appear to require it.

At 7 A.M.

160. The Chief Attendant in each ward shall go to the store-room for bread, butter, milk, &c., required in their respective wards during the day, and shall then return to the store-room all excess of these stores from the preceding day.

At 8 A.M.

161. All spare time before breakfast shall be occupied in cleaning the dormitories, day-rooms, galleries, &c.

162. The Patients shall have breakfast; and especial care shall be taken that those who are in their bed-rooms be properly supplied.

163. Immediately after breakfast, the Attendants shall continue the thorough cleansing of the day-rooms, galleries, and bed-rooms, where not completed; and shall remove all foul linen, and all dirt and litter of every kind, after which the beds shall be made, and the bed-rooms left open for ventilation.

164. All the Patients selected for employment At 9 A.M. shall be ready to go with the several Attendants and Servants under whose care they are to be occupied; and the sick in the infirmaries and in the wards shall be ready for the morning visit of the Resident Physician.

165. The Attendants shall endeavour to get At 10 A.M. those Patients up who are still in bed, unless otherwise directed; and shall induce them, when practicable, to take such exercise in the galleries or airing-courts, as the Medical Officers shall suggest.

166. The Attendants shall have now completed At 11 A.M. the cleansing and proper arrangement of their several departments, and shall be neatly dressed.

167. The Male Patients in out-door employment, and the Female Patients occupied in the laundry, shall have luncheon, as directed in the Diet Table.

At a quarter to  
1 P.M.

168. The Attendants in each ward shall be in readiness, when the bell rings, to receive from the kitchen the Patients' dinners.

At 1 P.M.

169. The Patients shall dine; and care shall be taken that every Patient have a proper supply of food, in accordance with the Diet Table, or the directions of the Resident Physician. The helpless shall have their food divided into small pieces, and when necessary, they shall be fed. The food of Patients who are in their rooms shall be taken to them by the Attendants, and not by Patients.

170. The Chief Attendants in each ward shall be responsible for the return to the kitchen, every day immediately after dinner, of all food found to be more than sufficient for that meal.

At 2 P.M.

171. Half of the Attendants on each side of the Hospital shall dine in the attendants' dining-room, (Dining-room, No. 3 Gallery, in each department,) and immediately after their return to their respective wards, the remainder of the Attendants shall dine in like manner.

At 3 P.M.

172. All the Patients selected for employment shall be ready to go with the several Attendants and Servants under whose care they are to be occupied.

173. The Male Patients in out-door employment At 5 P.M. shall be brought to their respective wards by the Attendants and Servants who have had charge of them; and every particular change that may have been observed in the appearance or conduct of any of them, whilst in occupation, shall now be reported to the Resident Physician.

174. The Male and Female Patients shall have tea, after which they shall be encouraged to read, or enter into any of the amusements provided for them.

175. The Patients, with such exceptions as the At 8 P.M. Resident Physician shall think fit, shall be put to bed, and their clothes taken out of their bed-rooms; their bed-room doors shall then be locked, and the gas turned off.

176. The night Attendants shall enter on their At this hour. duties; after which the attendants who have completed their several duties shall be at liberty to leave their respective wards.

177. All the Attendants and Servants who have At 10 P.M. been out for the evening, with permission, shall have returned to the Hospital; and at this hour all Attendants and Servants, except the Night Attendants, shall be required to retire to rest.

178. The first duty of the Night Attendants shall be to examine the list of Patients requiring particular attention, and to ascertain that the food and medicine directed to be given them during the night have been provided and left ready for use.

179. They shall go through the wards at least once in every hour during the night, and shall give proof of their having done so by registering their attendance on the night clocks.

180. They shall carefully execute all the orders given them by the Medical Officers for their observance during the night, and they shall endeavour to soothe all patients who are restless, and shall supply their wants as far as may be prudent. They shall also take care that those Patients who will not remain in bed, be provided with a sufficiency of warm night clothing.

181. They shall watch with especial care all Patients who are suicidal, or who in any respect require particular attention.

182. They shall request the Head Attendant to summon the Resident Physician on the occurrence of any unusual event, or whenever any Patient shall appear to them to require immediate medical care.

183. They shall perform their duties with the least possible noise, and shall have with them at all times a light in the lantern provided for their particular use.

184. They shall call up the Attendants whose duty it is to take part in the Night-watch, at Two o'clock every morning, and the other Attendants and Servants every morning at the appointed hour by ringing the morning bell; and when the Attendants have taken charge of the wards, they shall send to the Resident Physician a written report of the state of the wards and of the patients during the night, after which their duties for the occasion shall terminate.

## 2. DUTIES ON PARTICULAR DAYS.

185. The Attendants shall see that all the Patients **On Sundays.** be dressed with neatness, and that those who are directed to be taken to Chapel be ready in time, and be properly supplied whilst in Chapel with Prayer Books and Hymn Books.

186. Patients attending Chapel who are subject to sudden excitement, shall, as far as practicable, be seated with one or more Attendants near the door, so that when requisite they may easily be removed.



187. No work shall be done which can with propriety be delayed, and care shall be taken that the day be spent in a decorous and becoming manner.

On Mondays.

188. The relatives and friends of Patients shall be permitted to visit Male Patients on the first and third Mondays, and the Female Patients on the second and fourth Mondays in every month, between the hours of two and four o'clock in the afternoon; but no visitor shall be permitted to see a Patient if the Resident Physician consider that the visit will prove injurious to such patient, or be otherwise inexpedient.

Every Male Patient shall be shaved, unless otherwise directed by the Resident Physician.

On Tuesdays.

189. The Attendants superintending the Patients in the work-room, shall take to the store-rooms all clothing and other articles made by the Patients during the preceding week, and shall receive a supply of work for the current week.

On Wednesdays.

190. Every Male Patient shall be shaved unless otherwise directed by the Resident Physician.

On Saturdays.

191. Every Patient, with such exceptions as the Medical Officers shall direct, shall have a bath, the temperature of which shall not be lower than 90, nor

above 98 degrees, unless by special order. The Patients shall remain in the bath long enough for the purpose of cleanliness, and on being taken out shall be rubbed until they are quite dry.

192. The Chief Attendant in each ward shall receive from the store-rooms the allowances of tea sugar, soap, candles, &c., required in the wards during the week, and shall at the same time return to the store-room all excess of these stores remaining with each from the preceding week.

193. The Attendants shall fetch from the laundry the clean linen and clothing of their respective Patients.

194. Every Patient shall be provided with clean linen, and all dirty linen shall be taken to the laundry; and, as a general rule, all foul linen shall be taken to the laundry, at the earliest convenient opportunity.

195. Every Male Patient shall be shaved, unless otherwise directed by the Resident Physician.

### 3. GENERAL DUTIES.

196. The Attendants, though engaged and responsible for particular wards, shall be occupied in any manner, or in any part of the Establishment or grounds at the discretion of the Resident Physician;

but no ward during the day shall ever, under any circumstances, be left without at least one Attendant in actual charge of it.

197. The Attendants shall devote the whole of their time during the day to the Patients, and shall execute with care and diligence all the directions they shall from time to time receive respecting their treatment, medicine, food, dress, occupation, exercise, and amusement.

198. They shall, unless directed otherwise by the Resident Physician, bathe all Patients on admission, in warm water, and shall carefully examine them, and any sore, bruise, or unusual appearance observed by them, shall be immediately reported to the Medical Officers.

199. They shall be responsible for the cleanliness and general state of their respective wards, and for the cleanliness, order, and regularity of the Patients under their care, and shall on no account, strike, ill-use, irritate, or annoy any Patient; but, on the contrary, shall treat all under their charge with the utmost humanity, kindness, and forbearance.

200 They shall remove into a bed-room, or a padded room, every Patient becoming dangerous or annoying to others, and not to be soothed or con-

trolled by calmness or persuasion ; immediately after which they shall communicate the circumstance to a Medical Officer.

201. They shall carefully watch over all Patients in restraint or seclusion, and shall immediately report to a Medical Officer whenever any accident shall occur.

202. They shall not attempt to perform any duty to a refractory Patient, without being in sufficient number to accomplish it with ease and safety.

203. Every Attendant shall be provided with a signal, to be used only when assistance is required ; and it shall be the imperative duty of every Attendant to proceed instantly and render such assistance on hearing this signal.

204. Two Attendants, at least, shall have the charge of each airing-court during the hours they are directed by the Resident Physician to be accessible to Patients. In damp weather the Patients shall not be permitted to lie on the ground, and in very hot weather they shall be placed in the shade.

205. The Attendants shall communicate to the Resident Physician or the Matron the wishes of all Patients to see Ministers of their own religious

persuasion; and the requests of all Patients for books or writing materials shall be complied with, to a reasonable extent.

206. They shall attend to all complaints made by Patients, and shall report the same forthwith to the Resident Physician or the Matron.

207. They shall not permit any Patient to exercise any authority over any other Patient.

208. One Attendant on each side shall rise in rotation at Two o'clock every morning, and act as Night Watch.

209. The Chief Attendant in each gallery shall prepare, from time to time, lists of linen and other articles, prior to their being sent to the wash; and on their return from the laundry, such Attendant shall compare them with the list, and if there be any deficiency, immediate enquiry shall be made for the articles missing.

210. They shall be responsible to the Steward for all furniture, clothing, bedding, and utensils, in their respective wards, in accordance with the Inventory with which they shall be provided; and they shall from time to time take to the store-room all old and worn-out articles, for examination by the Steward, who shall give new in exchange for such as may be condemned.

211. They shall report to the Steward whenever any repairs are requisite in the wards.

212. They shall take care that after every meal, all the plates, dishes, and tins, that have been used, be returned to the kitchen; and that all knives, forks, and spoons, be cleaned, counted and locked up.

213. They shall hold no correspondence respecting the Patients with the Patients' friends, this being the duty of the Medical Officers, the Steward, and the Matron.

214. The Attendants, both male and female, shall be under the direct and immediate control of the Resident Physician, and subordinate to his authority; the Female Attendants shall be under the control of the Matron.

## THE DIET.

215. The Patients shall be dieted in accordance with the following Dietary Table:—

## BREAKFAST.

Every Day .. Males .. Tea, with 7 oz. of Bread and Butter.  
Females .. 6 oz. ditto.

## DINNER.

	Meat free from Bone.	Bread.	Vegetables	Beer.
Sunday . . . . . Males ..	6 oz. Boiled Beef ..	4 oz.	$\frac{3}{4}$ lb	1 pint
	Females 5 ,, ,,	4 ..	$\frac{1}{2}$ ..	$\frac{1}{2}$ ..
Monday . . . . . Males ..	6 oz. Roast Mutton	4 ..	$\frac{3}{4}$ ..	1 ..
	Females 5 ,, ,,	4 ..	$\frac{1}{2}$ ..	$\frac{1}{2}$ ..
Tuesday . . . . . Males ..	6 oz. Boiled Mutton	4 ..	$\frac{3}{4}$ ..	1 ..
	Females 5 ,, ,,	4 ..	$\frac{1}{2}$ ..	$\frac{1}{2}$ ..
Wednesday .. Males ..	6 oz. Roast Beef ..	4 ..	$\frac{3}{4}$ ..	1 ..
	Females 5 ,, ,,	4 ..	$\frac{1}{2}$ ..	$\frac{1}{2}$ ..
Thursday . . . . .	Same as Monday ..			
Friday . . . . .	Same as Tuesday ..			
Saturday . . . . . Males ..	16 oz. Meat Pie ..	4 ..	1oz Cheese	1 pt
	Females 14 ,, ..	4 ..		$\frac{1}{2}$ pt

## SUPPER.

Sunday, Monday, Tuesday,

Thursday, and Friday, Males, same as at Breakfast.

Wednesday & Saturday, Males, 7oz. Bread, 2oz. Cheese, 1 pt. Beer.

Every Day . . . . . Females, same as at Breakfast.

Patients in employment in the Grounds, Workshops, or Laundry, to be allowed 4 oz. of Bread, 1 oz. of Cheese or  $\frac{1}{2}$  an oz. of Butter, and  $\frac{1}{2}$  a pint of Beer for Luncheon, and  $\frac{1}{2}$  a pint of Beer in the Afternoon.

Every Patient to be allowed  $1\frac{3}{4}$  oz. of Tea, 8 oz. of Sugar, 8 oz. of Butter, and  $1\frac{1}{2}$  pints of Milk weekly.

On Christmas day, the Dinner to be Roast Beef and Plum Pudding.

On New Year's Day, a Mince Pie to be added to the usual fare.

On Good Friday, a Bun.

On Easter and Whit Monday, 6 oz. of Roast Veal to be allowed instead of the usual meat for the day.

The Dinners to be further varied by the occasional substitution of Pork and Bacon, when Peas and Beans are in season ; and also by the occasional substitution of Fish and Fruit Pies, when Fish and Fruit are plentiful and good.

The sick to be dieted at the discretion of the Resident Physician.



The Attendants to have at all times the means of obtaining gruel for such Patients as may require it.

The above to be considered maximum allowances, and all quantities unconsumed are to be taken in diminution of the next supply from the stores of the Hospital.

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*I approve of the foregoing Rules for the Government of Bethlem Hospital.*

*(Signed)*

**G. GREY.**

*Whitehall, 9th May, 1866.*

## CATALOGUE OF PAINTINGS

IN THE COURT ROOM OF

## BRIDEWELL HOSPITAL.

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No. 1. This picture represents THE PRESENTATION OF THE CHARTER BY KING EDWARD THE SIXTH, in the last year of his reign, 1552, TO THE THREE HOSPITALS OF CHRIST, BRIDEWELL, AND SAINT THOMAS.

The Lord Mayor, Sir George Barnes, and the two Sheriffs, (the one to the left, William Garret, or Gerard, the other, John Mainard), are represented as receiving the Charter on their knees.

The upper figure, on the left, in a furred gown, is the Town Clerk, William Blackmore. The Prelate, on the King's right, bearing the Great Seal, is Thomas Goodrich, Bishop of Ely, who was also Lord Chancellor. The figure holding a Roll and Bag, on the King's left, is Sir Robert Bowes, Knight and Master of the Rolls. The nobleman on the King's left, wearing the Garter and Collar of the Order, is William, first Earl of Pembroke, Lord Chamberlain. The figure on the extreme

right of the Picture is a Portrait of Hans Holbein the Painter. The two remaining figures in the rear of Sir Robert Bowes and Lord Pembroke are Yeomen of the Guard, the Charter having been presented at the Royal Palace of Whitehall.

This Picture is from the pencil of Hans Holbein, and whether regarded as a record of an important historical event, or as a work of the great reviver of Art in England, it must ever be prized as a most interesting and valuable production.

An Engraving has been made from this Picture by *Vertu* for the Antiquarian Society.

No. 2. Portrait of KING CHARLES the Second.

*By Sir Peter Lely.*

No. 3. Portrait of KING JAMES the Second.

*By Sir Peter Lely.*

No. 4. Portrait of Sir WILLIAM TURNER, President of the Royal Hospitals of Bridewell and Bethlem. Elected A.D. 1669. This Picture was presented to the Hospital by Mr. Knollys in 1676—7.

*By Mrs. Beale.*

No. 5. Portrait of Sir ROBERT GEFFERY, President of the Royal Hospitals of Bridewell and Bethlem. Elected A.D. 1693. [Sheriff, 1673; Alderman, 1676; Lord Mayor, 1685.]

*By Sir Godfrey Kneller.*

No. 6. Portrait of Sir THOMAS RAWLINSON, President of the Royal Hospitals of Bridewell and Bethlem. Elected A.D. 1705. [Appointed Sheriff of London, 1686—7, by Royal mandate of King James the Second, having been foreman of the jury which tried Alderman Cornish; Alderman, 1696; Lord Mayor, 1705.]

*By Sir Godfrey Kneller.*

No. 7. Portrait of Sir SAMUEL GARRARD, President of the Royal Hospitals of Bridewell and Bethlem. Elected A.D. 1720. [Sheriff, 1702; Alderman, 1702, Lord Mayor, 1709.]

*Painter's name unknown.*

No. 8. Portrait of WILLIAM BENN, Esquire, President of the Royal Hospitals of Bridewell and Bethlem. Elected A.D. 1746. [Sheriff, 1742; Alderman, 1742; Lord Mayor, 1746.]

This Picture was presented to the Hospital in 1763 by Francis Wilson, Esq.

*By Thos. Hudson.*

No. 9. Portrait of Sir RICHARD GLYN, Bart., President of the Royal Hospitals of Bridewell and Bethlem. Elected A.D. 1755. [Alderman, 1750; Sheriff, 1752; Lord Mayor, 1758.]

*By Zoffani.*

No. 10. Portrait of Sir JAMES SANDERSON, Bart., President of the Royal Hospitals of Bridewell and Bethlem. Elected A.D. 1793. [Alderman, 1783; Sheriff, 1785; Lord Mayor, 1792.]

*By Gainsborough Dupont.*

No. 11. Portrait of Sir RICHARD CARR GLYN, Bart., President of the Royal Hospitals of Bridewell and Bethlem. Elected A.D. 1798. [Sheriff, 1790; Alderman, 1790; Lord Mayor, 1798.]

*By Hoppner.*

No. 12. Portrait of Sir PETER LAURIE, President of the Royal Hospitals of Bridewell and Bethlem. Elected A.D. 1833. [Sheriff, 1823; Alderman, 1826; Lord Mayor, 1832.]

*By Phillips, R.A.*

No. 13. Portrait of Sir WILLIAM WITHERS, President of the Royal Hospitals of Bridewell and Bethlem. Elected A.D. 1708. [Alderman, 1698; Sheriff, 1701; Lord Mayor, 1707.] Representing Sir William as attending the procession of

Queen Anne to Saint Paul's Cathedral in 1708, on occasion of the public thanksgiving for the victories of the Duke of Marlborough.

The figure of Sir William.

*By Richardson.*

The horse and other accessories.

*By Wooton.*

This Picture was presented to the Hospital by Sir William Withers in 1719.

This Picture was lent to the Corporation of London in January 1863, when the Great Hall at Bridewell Hospital was taken down.

Sir William Withers presented the handsome Gates of hammered iron at the entrance into the Chapel of Bridewell Hospital.

These gates were put up in the Corridor, leading to the Offices at Bridewell, when the Chapel was taken down in 1867.

The following is the inscription on the frame of the Picture :

“ Profligatis juxta Aldenardum (Oudenarde) Gallis Pia Elemens Felix Augusta ad Œdem Divi Pauli processit solennes Deo gratias actura XIV Kal. Sept. MDCCVIII præsumte Gul. Withers Milite, domus hujusce Præsidi, Londinensi tunc temporis Prætore.”

No. 14. Portrait of KING GEORGE the Third.

*Copied from a Picture by Romney.*

No. 15. Portrait of QUEEN CHARLOTTE.

*Copied from a Picture by Romney.*

Both the above Pictures were presented to the Hospital by Sir Walter Stirling, Bart., 1830.

No. 16. Portrait of a person whose name is unknown.  
Aged 97.

*By G. Lanskræen in 1689.*

No. 17. Portrait of RICHARD CLARK, Esquire, Chamberlain of London, and Treasurer of the Royal Hospitals of Bridewell and Bethlem. Elected A.D. 1781. [Alderman, 1776; Sheriff, 1777; Lord Mayor, 1784.]

*By Lady Bell.*

No. 18. Portrait of RALPH PRICE, Esquire, Treasurer of the Royal Hospitals of Bridewell and Bethlem. Elected A.D. 1836.

Painted by Subscription of the Governors—

*By R. P. Knight, R.A.*

No. 19. Portrait of JOHN EDWARD JOHNSON, Esquire, Treasurer of the Royal Hospitals of Bridewell and Bethlem. Elected A.D. 1848.

Painted by Subscription of the Governors—

*By W. M. Tweedie.*

No. 20. Portrait of WILLIAM TAYLOR COPELAND, Esquire, President of the Royal Hospitals of Bridewell and Bethlem. Elected A.D. 1861. [Sheriff, 1828; Alderman, 1829; Lord Mayor, 1835.]

*By W. M. Tweedie.*

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