


	Good record keeping safeguards your Practice	
<p><b>Records should not include.....</b></p> <ul style="list-style-type: none"> <li>• Abbreviations / Acronyms</li> <li>• Jargon</li> <li>• Meaningless phrases</li> <li>• Irrelevant speculation</li> <li>• Offensive, subjective or objective statements</li> <li>• Judgements</li> </ul> <p><b>Serious Case Review</b> In the case of a child dying and abuse or neglect is suspected or known to be a factor in the death, or there are concerns about the way agencies have worked together to protect a child / children then your records could be seized by your agency's representative on the Safeguarding Children Board to inform a 'serious case review'. These provide crucial evidence for future recommendations on how agencies should work together.</p>	<p><b>Purpose &amp; importance of records</b></p> <ul style="list-style-type: none"> <li>• Provide information</li> <li>• Provide details of contacts</li> <li>• Provide details of problems and actions taken</li> <li>• Provide evidence of care given &amp; the response to it</li> <li>• To include any factors affecting the patient or client</li> <li>• Record events &amp; decisions made</li> <li>• Support quality issues</li> <li>• Provide a baseline record</li> <li>• Provide information for clinical &amp; resource management</li> <li>• Self-evaluation</li> <li>• Audits of performance, care, quality</li> </ul> <p><b>Records should be kept</b></p> <ul style="list-style-type: none"> <li>• According to your agency specific guidelines</li> <li>• in a locked cabinet with restricted access</li> <li>• All records must be kept until you hand them on to the child protection officer in the next organisation</li> </ul>	<h1 style="text-align: center;">Record Keeping</h1>  <p style="text-align: center;">Protecting and caring for the children of Telford &amp; Wrekin</p> <p style="text-align: right;">2007</p>
<p><b>What was not written did not happen!!!!!!</b></p>	<p><b>Good record keeping safeguards children</b></p>	<p><b>A child's safety and welfare must be your first priority</b></p>

Demonstrates professional and clinical judgements	The entry is accurate and based on truth	Good record keeping safeguards your clients and families
<p><b>Facts</b></p> <ul style="list-style-type: none"> <li>• Well kept records underpin good child protection practice</li> <li>• professional judgements can be informed based on the information provided by records</li> <li>• Records are an aid to a skilled practitioner</li> </ul> <p><b>Good record keeping is.....</b></p> <ul style="list-style-type: none"> <li>• A documented professionals involvement</li> <li>• Essential to work effectively across agency and professional boundaries</li> <li>• Helps us to focus</li> <li>• Helps bring perpetrators to justice</li> <li>• Essential source of evidence</li> <li>• A tool to allow continuity of care</li> </ul>	<p><b>What should a record include?</b></p> <ul style="list-style-type: none"> <li>• Date / Time</li> <li>• Name, Date of birth &amp; home address of Child</li> <li>• Previous names of child</li> <li>• Nature of injuries</li> <li>• All concerns</li> <li>• Your location when concern identified</li> <li>• Words used by child if disclosure made</li> <li>• Name of others present when disclosure made</li> <li>• Observations made</li> <li>• Actions taken</li> <li>• Outcomes of interventions if known</li> <li>• Your printed name, role &amp; signature</li> <li>• A copy of a referral</li> <li>• Copies of minutes from Strategy Meetings and Child Protection Conferences.</li> <li>• Any communications with parents and other professionals, spoken, written or e-mail</li> </ul> <p><b>The diagnosis of abuse is difficult – even for experts. If in doubt ask for advice and guidance</b></p>	<p><b>Recordings must be</b></p> <ul style="list-style-type: none"> <li>• made as soon after the event as is possible - no longer than 48 hours</li> <li>• what was actually said, including key phrases and the context it was said within</li> <li>• a reflection of the child's words where appropriate</li> <li>• a picture of the situation you are recording</li> <li>• written clearly and concisely, in a manner that cannot be erased</li> <li>• factual</li> <li>• Accurately dated, timed and signed with name printed after first signature</li> <li>• Should be readable on any photocopies.</li> <li>• Be consecutive</li> </ul> <p><b>Remember</b> Alterations &amp;/ or additions must be dated, timed and signed, with original entry still clear</p>
<p><b>Do not ignore any injuries on any part of the body that appear suspicious</b></p>		<p><b>All forms of abuse cause a child emotional harm</b></p>