

## Standards for the Timeliness of Recording

Note: If printed, this document is for immediate reference only. Do not file it, as it will go out-of-date over time and be replaced by newer versions on-line. Always refer to the latest CMS version.

The table below sets out the time-scales for different activities to be recorded on AIS.

Please note that some of the Standards for timeliness are dependent on others for example; the Review process.

ACTIVITY AREA	MINIMUM STANDARDS FOR THE ACTIVITY TO BE RECORDED ON LAS	RECORDED BY
<b>ALL CASES</b>		
All Visits	Within 2 working days	Social Worker (SW)
Recording of significant events/information regarding a change in the status of a case	Before the end of the working day or within 24 hours	Social Worker
Phone calls	Within 24 hours with a maximum of 72 hours	Social Worker
e-mails	Within 24 hours with a maximum of 72 hours	Social Worker
Texts	Within 24 hours with a maximum of 72 hours	Social Worker
One to one Supervision	To be recorded contemporaneously directly onto the case record on LAS during session, or, if not possible, within 24 hours with a maximum of 72 hours	Line Manager
Individual consultation,	Within 24 hours with a maximum of 72 hours	Supervisor or Team Manager
Live supervision	Within 24 hours with a	Social Worker

	maximum of 72 hours	
Supervision through observation	Within 24 hours with a maximum of 72 hours	The Observer
Joint visits	Within 24 hours with a maximum of 72 hours	Team Manager
<b>SAFEGUARDING</b>		
SAM discussion/meeting minutes	Within 24 hours of meeting/discussion	Social Worker
Social Workers report for safeguarding conference	At least 3 working days prior to Conference	Social Worker
Strategy & Conference Minutes	Within 20 working days of Conference	Minute Taker

Where required, such is in urgent or high risk situations, workers may need to work over time to record relevant information.