



Centre for Professional Practice

Practice Briefing Note 02

Title:	Record Of Decision (ROD) Guidance
Effective From:	14/08/2017
Revised on:	15/01/2021
Practice Note:	This is a guide on the minimum standards for Record of Decisions (ROD) being added to a child's file on CCM. The mandatory recording points are included in the attached document. However, please note that this is not an exhaustive list and recording should not be limited to only the attached list.
Reason:	To provide a clear set of guidelines to support and assist Managers and Senior Managers around the recommended trigger points for recording case management decisions.
Adopted at:	Designed by Claire Nelson and approved by Darren Shaw on 09.08.2017
Authorised by:	Darren Shaw Lead for Professional Practice
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Record of Decision Guidance

This is an outline of the minimum expectation in terms of records of decisions being added to CCM. The below is a guide of mandatory points therefore records of decisions should not be only limited to such points and should extend beyond that of what is detailed below where necessary.

Event	Person responsible	Timing
Allocation	Team Manager	On the day of case allocation
Section 47	Team Manager	Day 5
CYPA	Team Manager	Day 15 at the maximum – ROD's should be added on at any point where a decision is made re progression
Child becomes CLA	Team Manager Service Manager	On the day that the child becomes looked after On the day of decision for the child to become looked after
Strategy Discussion	Team Manager	On the day of strategy discussion being held
Reallocation	Team Manager	Upon reallocation being actioned on CCM
Transfer	Team Manager	At the point of the file being complete for transfer
Closure	Team Manager	At the point of the file being complete for closure
Audit actions (where critical)	Service Manager	Upon discussions regarding audit findings