

My pledge to you

'Your Life, Your Record'

It is our commitment to you that we will:

1. Listen to you and your family and make sure your voice and views are included in your written records



2. Understand your individual needs and make sure these are properly recorded and considered when decisions are being made

3. Make sure that your record clearly shows why we are working with you and your family, what the plan is for you and how we will work with you to achieve this



4. Only write in your record what we need to, so that it is clear how and why decisions were made, what has changed and what your views on the decision are



5. Make sure that your records are up to date and accurate by quickly writing up important events and discussions (such as when we visit you)



Sign

Date

Worker

Child / Young person
