

Naming Standards for Attachments on Mosaic Practice Guidance

Introduction

It is important that we have clearly named documents so that workers can find information quickly and efficiently, to reduce opportunities for missing important information about a child and lengthy time spent searching for a document. When a child accesses their file it is important that they can easily understand their information.

For these reasons a naming standard has been devised to ensure that all documents that are uploaded to Mosaic are clearly labelled of their contents, the date it was completed and who it relates to in a consistent way.

Benefits

- ❖ Consistency across the service in the naming of attached documents.
- ❖ Easier to search and find attached documents.
- ❖ Prevention of work/evidence being overlooked and potentially repeated or ignored.

Naming Standards

All documents that are uploaded to Mosaic **must** use the following format in the document title:

Name of the child/family - Brief description of the document - Date it was completed

Examples:

Steven Braithwaite School Report 22.06.20
Braithwaite Genogram 22.06.20
Braithwaite Smith Housing Update Report 22.06.20
Braithwaite Smith Photo of Kitchen 22.06.2

Name of the Child/Family:

If the document is only related to one child in the family (for example a school report) give this name in the title (for example Steven Braithwaite)

If the document relates to more than one sibling (for example photographs of the home environment) give the family surname in the title (for example Braithwaite Smith).

Brief Description of the document:

Use as few words as possible but make sure it is easy for another worker to understand what the document is when they search through the file (for example life story work, court statement – what type e.g. initial, final, photo of a specific room – name the room, police report – what about).

If you were searching for a document for a family you didn't know, what would you search for?

Date:

Add the date the piece of work was completed **not** the date it was uploaded. Use full stops to separate the day.month.year (for example 19.06.20).

Using these rules, a scanned copy of a genogram completed with a child (Steven Braithwaite) created on the 1st July 2020 would be titled: Steven Braithwaite Genogram 01.07.20. If the genogram was completed with the whole family it would be titled: Braithwaite Smith Genogram 01.06.20.

When to upload a document to an individual child's or a sibling group's file:

Information should only be uploaded to all siblings files **if it is relevant** to all siblings, this means in some cases a school report for an individual may only be relevant to that child however if it contains information about safeguarding concerns for all siblings, you will need to consider whether the whole document is uploaded to the siblings record or part of it. If you are unclear as to whether to upload a document to all siblings' files, please speak to your line manager for guidance.

Review / Contacts / References	
Document title:	Naming Standards for Attachments on Mosaic
Date approved:	25 July 2020
Approving body:	Policy & Practice Steering Group
Last review date:	
Next review date:	August 2022
Related internal policies, procedures, guidance:	
Document owner:	AD Quality Assurance
Lead contact / author:	Suzy Pollard, Practice Systems Team