**Policy regarding uploading emails to a child’s record on LCS**

Please consider the following points regarding the uploading of emails to a child’s record on LCS:

1. The content of emails can at times be inappropriate. We always need to consider how we word something on files with a thought as to how a young person in the future may read the information or interpret it.
2. Emails are notorious for being taken in isolation rather than context and thus are open to many interpretations and may not be an accurate reflection of what we are trying to record in case notes at that time.
3. On occasions, email trails are copied. Caution should be exercised in these circumstances as there may be comments and statements in the email trail that are not appropriate to be put on the file; as individuals respond to the content in isolation and without a full understanding of the case. We may also find that emails were copied to several people, information comes back from all and can be out of sequence or conflicting.

It is important when recording emails on the child's records that you check all information and ensure that only relevant and appropriate records are kept, which requires us to understand the context and also review email trails and edit them appropriately.

Please ensure that all non-appropriate information is removed from these emails, i.e. any information not specifically relating to that child or general comments. Within case notes, you will then be able to refer to the email stating "please see emails dated…within documents".