

Practice Standards for Case Recording

April 2019

All children and young people will have child centred, up to date, clear and concise recording on their case

All case recording will:

- Make the child or young person's voice loud and clear and show how they are involved and engaged.
- Will include the necessary basic information (see below).
- Be written in professional, respectful, straight forward and easy to understand language.
- Show compassion, steadfast efforts by the practitioner to build an open and trusting relationship with the child and family and their skilful use of authority.
- Provide a good and accurate understanding of what took place, what was discussed and what was observed.
- Include unsuccessful attempts to visit/meet/discuss.
- Avoid jargon and abbreviations unless these are fully explained.
- Be specific and avoid ambiguous statements or generalisations.
- Include the expressed views of others – child, family, other professionals.
- Note any disagreements.
- Inform the content, analysis and recommendations in the most recent assessment and general ongoing assessment and reviews.
- Ensure direct quotes are made clear with speech marks.
- Include all key management decisions and the rationale for them.
- Include case discussions and actions agreed, which take place during supervision and other reflective discussions.
- Cross reference to where additional details can be found.
- Separate facts and professional judgement.
- Lead to a clear understanding of the child's day-to-day experiences.
- Reflect the full extent of the work undertaken including the work towards progressing the care plan or family plan.

Standard Basic Information will be included

All recording entries will include the following basic information:

- Names and relationship/profession of the other people present
- Relevant details of the visit/meeting/discussion etc.
- An analysis of the event/information gained i.e. emerging themes/patterns, comparison to previous visit, incongruence between what is said and what is seen, avoidance of certain subjects, possible signs of disguised compliance, evidence of progress or decline etc.
- Action needed from the event
- Expressed views of those present
- Any disagreements

Recording Timescale

- On allocation an entry should be made confirming that the worker has read the case file.
- All case recording will be present on the electronic case file within 2 working days.
- All multi-agency meetings notes will be recorded on the relevant documentation in LSC and sent to participants within the expected timescales.
- Chronologies will be updated promptly and at least following every review meeting (4-6 weeks).