**Recording**

Foster Carer daily records are a crucial part of the child’s journey, when children in care become adults, they are able to access their files and they can read every recording that has been written about them. This can help previous children in care make sense of their lived experiences and childhood. Foster carer recordings should be written to the child, and therefore child friendly and caring language should be used throughout.

Records help to make sure that situations are clearly understood and can help if allegations are made against you. They may also be used to contribute towards a court hearing or to make important decisions about the child or young person.

As a professional it's important that you keep a daily record of events about all children or young people placed with you by completing carer recordings. These recordings should be viewed by your supervising social worker as part of your supervision, and you should be given feedback, once read by the Supervising Social Worker these recordings should be signed and dated by the SSW.

Having good quality carer recordings will help you to contribute to making plans about the child or young person’s future. It may also be helpful for the child in later life when they want to understand more about their childhood.

You need to write down things as soon as they happen, including the date, time, who was present and what exactly was said. Notes should be brief and to the point, there is no requirement for verbatim recording unless quoting directly what a young person has said for example when making a disclosure of abuse.

You should also try and record things in a manner that you could let the person concerned see. If you think that something is so private that the young person should not see what you are going to write, you should contact your supervising social worker to talk about this and whether and how the information should be kept private.

At the [Placement Planning Meeting](https://www.proceduresonline.com/resources/glossary-cs/), it should be made clear to parents and young people, depending on their age that you will be recording. This helps to develop an open and honest relationship; you will only be recording exactly what happens.

**What to record**

* Family Time with the child’s family how was the child, how was the family
* Details of visits, meetings with social workers or other professionals and the child’s reaction if any
* Any important conversations you have with the child, or any professional connected with the child
* Any of the child’s achievements should be recorded and it should be documented how these have been recognised and celebrated
* Dates of medical or dental appointments and treatment given - include dates of cancelled or rearranged appointments
* Dates and types of immunisations
* Date, type, and length of any illnesses
* Details of any accidents or injuries, however slight: name any witnesses and action taken and record the time, date and name of the social worker to whom the incident was reported
* Details of any medication administered to the child
* Records any positive comments made by the child
* Comments the child makes that give you cause for concern, record using the child’s own words
* Details of any progress and improvements made by the child either minor or major
* Details of the child’s behaviour that causes concern: record their actual behaviour, what happened before the behaviour and how you dealt with it
* All positive improvements, achievements, and happy events for the child
* Dates when the child is away from the foster home – with family, friends, school trips, introductions to new carers
* If the child or young person goes missing
* Details of times when the child is with other carers such as babysitters and who they were
* Any involvement with the police
* Details of any theft or damage caused by the child
* Details of any specific incidents, events or changes of circumstances of your household: include any complaint or disagreements with the child or their family
* Any significant milestones in the child’s development such as their first word or first steps, transition to secondary school, catching a bus for the first time, having a friend over, being invited to a birthday party
* Any other significant event or information

**Records – the child or young person**

When a child or young person is placed with you, the child’s social worker will give you:

* Health Care Plan
* Care Plan
* Any notes from Children in Care Reviews
* Any relevant paperwork as specified in the Matching Policy Procedure
* Delegated Authority

If there are any further reviews about the child or young person’s progress, you should attend the review and receive copies of the minutes. Copies of all these documents should be kept as part of the child’s records.

**Confidential information**

You must keep any written information about the child/young person in a lockable cupboard or box and at the end of the placement return any information to the child’s social worker as this information forms part of the child’s overall care file. This information does not belong and should not be kept by the foster carer as this would constitute a breach of the child / young person’s rights and GDPR.

You may need to share limited information with close family members and your own children, depending on their age and understanding. If you're unsure about how much to share, ask the child’s social worker and/or your supervising social worker.

You can share basic information with doctors, health visitors etc, but if they need further information that you are unsure whether you can share, give them the social worker’s contact details. If professionals visit the child or young person at home, you should ask to see their identification card.

You will also need to be familiar with the [Policy procedure for foster carers' use of IT and confidentiality.](https://www.norfolk.gov.uk/-/media/norfolk/downloads/children-and-families/adoption-and-fostering/supervision-and-support/policy-procedure-for-foster-carers-use-of-it-and-confidentiality.pdf)

**Foster carer records**

DMBC Fostering Service will store information regarding foster carers including supervision meetings, foster home reviews etc. In accordance with Fostering Regulations 2011, the DMBC Fostering Service will retain records pertaining to foster carers for 10 years after the date that their approval was terminated.

**Social Media Policy**

For more information on this topic, see our [Social Media Policy.](https://www.norfolk.gov.uk/-/media/norfolk/downloads/children-and-families/adoption-and-fostering/general-documents/social-media-policy.pdf)

**Standards and regulations**

Fostering Services National Minimum Standards (England) 2011:

* Standard 1 – The child’s wishes and feelings and those significant to them

Training, Support and Development Standards for Foster Care:

* Standard 1 – Understand the principles and values essential for fostering children and young people
* Standard 2 – Understand your role as a foster carer
* Standard 3 – Know how to communicate effectively

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| Policy date: 16.06.22 |
| Reviewed by Fostering Managers: 16.06.22 |
| Approved by SMT: 27.06.22 |
| Policy Review Date: 27.06.23 |