Top Tips (click [here](https://www.basw.co.uk/system/files/resources/basw_recording_in_childrens_social_work_aug_2020.pdf) for more detailed BASW guidance and [here](https://intranet.birminghamchildrenstrust.co.uk/info/20166/practice_hub/1067/practice_standards/2) for the Trust’s Practice Standard #2)

# Recording in Children’s Social Work

Include the child throughout the recording

1

Write records as if writing to the child or family members

2

Make records purposeful and analytical

3

Include memory objects (eg. photos) sensitively and critically

4

Make sure records reﬂect the whole of the child’s story and why decisions were made

5

Chart the child’s journey with a chronology supported by a genogram

6

Include different views and opinions Make records easy to access

7

8

Make sure recording is balanced and meaningful

9

Avoid jargon and vague language, do not record every piece of communication

10

[www.basw.co.uk](http://www.basw.co.uk/)