**Recording Policy**

**Standards and Regulations**

**Fostering Services National Minimum Standards (England) 2011:**

* [Standard 1 - The child’s wishes and feelings and those significant to them](http://www.minimumstandards.org/fost_one.html);
* [Standard 26 - Records](http://www.minimumstandards.org/fost_twentysix.html).

**Training, Support and Development Standards for Foster Care:**

* [Standard 1 - Understand the principles and values essential for fostering children and young people](https://www.fosteringhandbook.com/bradford/files/fost_care_tsd_standards_guid.pdf);
* [Standard 2 - Understand your role as a foster carer](https://www.fosteringhandbook.com/bradford/files/fost_care_tsd_standards_guid.pdf);
* [Standard 4 - Know how to communicate effectively](https://www.fosteringhandbook.com/bradford/files/fost_care_tsd_standards_guid.pdf).

1. **Introduction**

A child’s records are an important source of information for them. They provide information about the sequence of events which brought about Children’s Social Care intervention into their life, and explain the reasons for decisions about their care. This can be a key feature for a child in understanding themselves and their past. It may also be helpful for the child in later life when they want to understand more about their childhood. See [Keeping Memories](https://www.fosteringhandbook.com/bradford/keeping_memories.html).

As a foster carer you are required to contribute to these records and keep a log of events about all children/young people placed with you. You and your social worker will agree how often you should keep your logs and you should keep a separate one for each child you look after.

This will help you to contribute to making plans about the child/young person’s future.

Records also help to make sure that situations are clearly understood and this may 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/young person.

We advise you to try 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.

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.

The fostering service will provide you with records which you will complete for each child/young person in your care. Your Supervising Social Worker will look at these during your supervision meetings.

You should use a diary to record appointments, meetings and contact arrangements.

At the [Placement Planning meeting](http://trixresources.proceduresonline.com/nat_key/keywords/place_plan_meeting.html), it should be made clear to parents and children (depending on their age and level of understanding) what you will be recording, how this will be used and how long the records will be kept. This helps to develop an open and honest relationship; you will only be recording exactly what happens.

1. **What to Record**

* Family time - with the child’s family/others, how was the child, how were the family/others, when they did not turn up and any reason given;
* Details of visits, meetings with social workers or other professionals and the child’s reaction if any;
* School/nursery/educational setting - any important conversations you have with school, open evening, concerns or good things;
* Dates of medical or dental appointments and treatment given. Include dates of cancelled or rearranged appointments;
* Dates and types of immunisation;
* Date, type and length of any illnesses;
* Details of any accidents or injuries, however slight. Name any witnesses and action taken. Record the time, date and name of the social worker to whom the incident was reported;
* Comments the child makes that give you cause for concern, record these using the child’s own words;
* Details of the child’s behaviour that causes concern. Record their actual behaviour, what happened before the behaviour and how you dealt with it;
* Any 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/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 must be recorded and recorded immediately.
* 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 disagreements with the child or their family;
* Any significant milestones in the child’s development such as their first word or first steps;
* Any other significant event or information.

1. **Records - the Child/Young Person**

When a child/young person comes to live with you, the child’s social worker will give you:

* [Health Care Plan](http://trixresources.proceduresonline.com/nat_key/keywords/health_care_plan.html);
* [Care Plan](http://trixresources.proceduresonline.com/nat_key/keywords/care_plan.html);
* [Personal Education Plan](http://trixresources.proceduresonline.com/nat_key/keywords/pers_education_plan.html);
* [Placement Plan](http://trixresources.proceduresonline.com/nat_key/keywords/placement_plan.html) (which will be developed in consultation with you);
* Any minutes from Child in Care Reviews.

If there are any further reviews about the child/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.

You should ask the child their views, wishes and feelings and make sure their voice is heard when planning care and support. They should also be told when this is not possible and why.

1. **Personal Information**

All records, irrespective of whether they are paper or electronic, should be securely kept in lockable storage and electronic messaging (e.g. e-mails) should also be sent in a secure and safe way using Galaxkey, so as to preserve their confidential and professional nature.

You may need to share limited information with close family members and your own children depending on their age and understanding. If you are unsure about how much to share ask 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/young person at home you should ask to see their identification card.

1. **Foster Carer Records**

We will keep records about you as foster carers including your supervision meetings, foster carer annual reviews, any allegations and training and development records.

These will be kept for at least 10 years after the date that your approval was terminated.