

# Children first and at the heart of all we do

## CHILDREN'S SERVICES

### PRACTICE STANDARD:

#### Recording



**Children's files hold up to date information, which shows how we are carrying out statutory responsibilities, and is written clearly and respectfully so it will be comprehensible to the people we are writing about.**

All Children	<ul style="list-style-type: none"><li>• Case records are a legal record and should be accurate, appropriate, and proportionate.</li><li>• High quality recording shows the relationship between you and the child and their family and your aspirations for the child.</li><li>• Children and their families must be routinely involved in the process of gathering and recording information about them. They should feel they are part of the recording process.</li><li>• Children and their families should be aware of the information being recorded about them.</li><li>• LCS overview of child's circumstances (where records are in LCS) should be up to date and current within 3 months providing a succinct summary of the work undertaken, specifically linking progress to the recommendation/outcomes of the Plan. The summary should highlight fresh issues that have emerged, both strengths as well as concerns, and reflect how these have been dealt with as well as acknowledging the impact (or otherwise) of any new issues.</li><li>• Every child will have a chronology on file using Dudley's agreed formats these should be updated with relevant information as this becomes available.</li><li>• Social Care and Family Solutions chronologies should be reviewed every three months to confirm that they are current and up to date, and that they identify the impact of events being recorded.</li></ul>	Practitioner
--------------	--	--------------



# Children first and at the heart of all we do

## CHILDREN'S SERVICES

- |  |  |  |
|--|--|--|
|  | <ul style="list-style-type: none"><li>• Case notes and recording in a Family Safeguarding Workbook should be concise and only include information that is relevant to the person, or the support being provided detailing discussions and interactions.</li><li>• Files should show how professional disagreements and disputes have been addressed.</li><li>• Emails and email exchanges should not be cut and pasted or attached to case notes.</li><li>• Case notes should be updated within 3 working days. However, if the information is urgent, it must be recorded immediately or within 24 hours.</li></ul> |  |
|--|--|--|

