# Children first and at the heart of all we do

### **CHILDREN'S SERVICES**

### **PRACTICE STANDARD:**

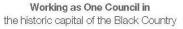
## Recording

written clearly and respectfully so it will be comprehensible to the people we are writing about.



months to confirm that they are current and up to date, and that they identify the impact of events being recorded.
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### **CHILDREN'S SERVICES**

- 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.
- Files should show how professional disagreements and disputes have been addressed.
- Emails and email exchanges should not be cut and pasted or attached to case notes.
- Case notes should be updated within 3 working days. However, if the information is urgent, it must be recorded immediately or within 24 hours.





