



**Daily Recording Log**

*Sequenced Page Number.....*

Child's Name ..... Date of Birth.....Allocated Worker/Team.....

Day & Date	

Foster Carer name (print) ..... FPW name (print).....

Foster Carer signature ..... Receipt signature ..... Date .....

## GOOD RECORDING GUIDELINES

- Write in BLACK pen – do not use tippex
- Keep sentences short & clear
- Use one paragraph for each topic
- Where relevant include time of day
- Use familiar words
- Do not use jargon
- Record the ordinary & positive as well as negative.
- Avoid using words/sentences that do not explain i.e describing a child as naughty does not say what happened.
- Use language that is respectful & avoids stereotyping
- Indicate where the information has come from
- Distinguish fact from opinion, hearsay from observation
- Use people's full name & work title e.g Emily Davies, Social Worker.
- Sign & date each record

**Remember that the person you are writing about can read your recording next week, next year or in 10 years time**

### **Further Guidance for Case Recordings**

It is important that we keep a written log regarding each young person. These recordings may be needed for an assessment or court proceedings. It may also become part of a life-story book for the young person. **Please remember when recording that the information can be read next week, next year or even in 10 years time by the young person.**

As well as recording any contact we have with the young persons family or social worker we must also consider the following when completing the daily log:

**Health** – any appointments, illnesses or concerns

**Contact** - contact details and their behaviour before and after

**Relationships within your home** – how they relate to people and if there are any concerns

**Education** – progress and concerns including out of school activities

**Self Care** – Is help and advice about self-care or independence skills needed?

It is also vital that we record anything said by the young person that has a bearing on their current or past situation and their wishes and feelings for the future. It may be that you need to tell their social worker about certain things they tell you. ***It is therefore important to tell them that some information cannot be kept confidential.***

The information we hold about the young person is highly confidential, and we must store records and paperwork in a safe place – for example in the lockable metal box provided.