

LSCB Recording Standards Framework
(January 2010, updated November 2011)

The following standards have been reviewed and agreed by all LSCB partner agencies. They represent best practice standards for recording what would be expected/evident on every agency file involved in work with children and families. Where agencies are unable to meet any of these standards due to agency specific issues/systems they will need to inform the Safeguarding Children Board on lscb@lbbd.gov.uk or 0208 227 2839

An up to date front sheet should be completed and stored at the front of the file. This front sheet should include as a minimum the following details;

- Name of child (subject)
- Address of child and contact phone number/email where appropriate
- Telephone numbers both home and mobile and email contacts of primary carers
- Date of birth of the child
- Gender of child
- Ethnicity, religion, language and record of disability or learning needs of the child
- Name of an accountable professional from recording agency (i.e. Social Worker; Health Visitor; Teacher; Head of Year etc)
- Details of child's General Practitioner, School, Early Years or Childcare provider
- Details of the child's Lead Professional if appropriate

A separate record/file **MUST** be kept for each child in a family.

The child's name should be noted at the top of each page and the pages numbered.

All contacts from the family or other professionals must be recorded and placed on the file.

Records to be written in plain English, must be clear, legible and saved/stored in such a way that the text can not be erased or deleted. For example, documents should be saved as a read only document.

Records must distinguish fact from opinion and third party information.

All entries, whether handwritten or electronically recorded, must have evidence of who the author is; written copies should be signed and printed,

electronic entries must clearly highlight the author of the entry. Handwritten copies must be clearly legible and written in black ink.

Records must be drawn up as soon as possible after the event and not longer than 7 working days or less if this is a specific agency standard.

Records need to be filed in chronological order with most recent at the top.

Paper records must be securely attached to files (no loose leaves).

Front sheet must follow an up to date 'at a glance' chronology.

All records should be free from oppressive/offensive language unless citing specific terminology expressed by a child or parent which must be recorded in quotation marks.

All files need to have evidence of management oversight/involvement as part of the decision making process.

Any views expressed by child and or other significant parties to be recorded on file.

All records to comply with legislation and regulatory frameworks (i.e. Data Protection Act, ISA Guidance).

All records/files should be kept in a secure place.

Please note that all files may be subject to an annual interagency case file audit conducted by the Local Safeguarding Children Board.

If you require training on recording, please contact the LSCB Training Co-ordinator on 0208 227 2170

Revised and Ratified by the LSCB Policy, Practise and Procedures Working Group 12th January 2010. Updated November 2011