

## 6.0 GOOD PRACTICE IN CASE RECORDING

| STANDARD | KEY AREA   |
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| 6.1      | As far as possible, I have recorded information as I go along; in any event contact records are recorded within five working days.   |
| 6.2      | My recording evidences that I regularly see the child/young person alone (where it is appropriate to do so e.g. in relation to age, language etc).   |
| 6.3      | My recording reflects the complexity of the child's life and the interventions of key people in their life. My recording differentiates between observed fact, reported fact and interpretation/opinion. I have included relevant research in the Analysis section.  |
| 6.4      | I have recorded where interpreters, specialist workers or tools and activities have been used to facilitate communication, this is clearly recorded.   |
| 6.5      | I have ensured that the child/young person's views are clearly identified in the case record. As far as possible I have recorded what the child/young person told me, in their own words and I have confirmed this with the child or young person.                   |
| 6.6      | I have cross-referenced entries in Care First and E records, where necessary and relevant, and where I have duplicated, across siblings/family members, I have ensured that the information is pertinent to each particular child, and is personalised as necessary. |
| 6.7      | I have made sure that my recording is respectful to the child, young person and their family.  |
| 6.8      | I have ensured that where other professionals or family/friends have provided information, the case notes reflects the person's name, contact number and who they are.   |