

Residential Guidance Notes for Recording on LCS

DO NOT under any circumstances leave your 'Log In' open for anyone else to use.

Guidance Notes on using Case Notes as CA's

Open a Case Note for an individual young person as soon as possible on your shift and record the general day to day notes, make sure you 'Create' and keep pressing 'Save' and once you have finished 'Save and Close'. Remember if you have open other people can be recording on that 'Case Note' but they won't be able to record their entry. If you have witnessed something that needs recording, you can go on and record in the same Case Note, remember every record you put on should finish with your name.

If something more important happens open the case note then and press save and close this note has not reached a significant event threshold, but the SW will be alerted of every entry, this may have changed since 2014, but even so SW's can't look at every entry it is important what is significant and what is not.

Mark as Type of Contact **Residential-Daily Log**, Reason for Contact **Day (eg Mon) CA AM or PM**.

Each note you make use the 24hr clock and keep the notes in a time line, if a colleague needs to make an entry you must have saved and closed. Finish with your full name after each set of notes you have entered.

At Marsden RCCW's do not finalise, as managers finalise after checking, however this may not always be possible and LCS has an Auto Finalise, that sometimes works and sometimes doesn't. So everyone should remember, is your record factual, is your opinion professional, if it is opinion are you owning it and happy for it to be shared with the young person and to be scrutinised by CSC and Ofsted. A young person may target, or it may feel a young person is targeting you, analyse the behaviour and above all remember their experience and history. Yep it's due to their circumstances, learned behaviour and previous experience with other adults and nothing to do with you, apart from you're in front of them at the time.

Significant Event

If a significant event occurs, something you need a SW to know about open another **Case Note** and start at the time this event occurs, never tick a **Residential-Daily Log** as a **Significant Event**. The significant event should be in a different **Type of Contact**, copy and paste is good for this. Tick **significant event** etc. And in **Reason for Contact** add just a short titling sentence to describe the entry. **Some-Examples, not all:-**

Type of Contact	Reason for Contact	Significant Event
Residential-Anti-social behaviour	Joe Bloggs was threatening and abusive.	Yes
Residential – Contact	Mother Visited	Depends
Residential – Daily log	Weds CA PM	No

Residential – Email	E-mail sent to Police re new Risk Assessment	No
Residential – General note	Keywork around homeless E&D	No
Residential – Health	Suspected substance misuse	Yes
	Joe Bloggs fell and taken to A&E	Yes
Residential – Letter	Appointment received from YOT	Probably No
Residential – Meeting	Strategy Meeting Outcomed	No
Residential – Missing from home	Don't need to use this use 'Add Missing Child Record'	
Residential- Residential – Physical intervention	Physical assault of peer requiring PI.	Yes
Residential – safeguarding concerns	Joe Bloggs bullying Little Sammy	Yes
Residential – Significant event other than a schedule 5	Not sure what would go in here	Yes
Residential – Supervision	Key work tasks for key workers, debriefs, discussions in Team meetings, records in supervision	Depends
Residential – Telephone call	Phone call from mother, update given.	Depends

All tasks, actions and updates can then be entered in the **detailed notes**.

Any analysis or opinion can be entered in the **Analysis of Information**.

Keep this **case note** open until the significant event has been concluded if it goes over to the next day put a date in e.g.

Residential – Health Joe Bloggs fell and taken to A&E Significant Event

21:00 The day has gone well for Joe he is still in hospital. Alan Hornby

01/05/2014

08:00 phoned the hospital to see how Joe was he has had a good night. Alan Hornby

Other Tasks on LCS

Health Any health event whether it be a significant or not will need also entering in the Health section, which can be found on the demographics page left hand column with Case Notes second to bottom.

Missing from Home If a young person is designated Missing from Home see the guidance for this as it has been updated 2017.03 so residential are in line with Private and Fostering placements. We still use Case Notes and do everything through this.

Unauthorised

Should be **Case Note Type** Missing from Home in **Reason for Contact** we should be entering **Unauthorised**, it is Significant.