

# Practice Standard on a Page: Case Recording



***Adopters, those Adopted and those affected by Adoption should be able to understand all the things written about them by the Agency***

## What is the purpose of case recording?

- Case recording should tell the reader what's happening ***right now***
- Case recording should help inform decisions about ***what should happen next***
- Case recording should help the understanding of the child or person's journey with the Agency – ***what did happen and why***

## Who is case recording for?

- Case recording about a child is always ***written for the child***. Whilst many others may read the recording, case recording is primarily for the child in order for the child to understand their story
- Case recording about an adult – an adopter or someone adopted or affected by adoption is always ***written for the adult***. Whilst many others may read the recording, case recording is primarily for the adult in order for the adult to understand their story

## How should case recording be written?

- Case recording – whether for a child or an adult – should be written so that it can be reasonably read by a child of ***approximately 10 years of age of average literacy***.
- Case recording should be written in a ***straightforward everyday style***, using the language that the child or adult being written about has or would use – including names, terms and descriptions
- There should be ***no use of complex words and phrases, jargon, acronyms or technical terms*** that require a professional knowledge-base to understand
- Case recording should be ***sensitively written***, avoiding language that could be triggering or cause harm or offence whilst not shying away from clarity in favour of vagueness
- Case recording should ***never be casual or rushed*** and should avoid abbreviation, slang and social media messaging shorthand.
- Case recording should always be ***written with care*** – case recording is about real people and real events – how would you want a significant life event about you recorded?

## When should case recording be written?

- Case recording should be written ***as close in time to the event as possible***
- Case recording should be written ***no more than three working days*** from the event to avoid loss of accuracy

## What should be written in case recording?

- Not everything that happens needs recording – ***recording must be relevant*** and should not include unnecessary material, messages or notes or duplicate information held elsewhere
- ***Caution must be taken in copying case recording*** from other documents – recording can lose its context, 'feel out of place' and not add value
- Case recording should put the child or adult being written about at the very centre of the work – case recording ***should bring their lived experience to life*** and enable it to be clearly understood
- Events should be described in ***behavioural terms, facts and opinions clearly differentiated***
- ***Description should be accompanied by analysis*** – not just what was said or observed but what it meant