

Education and Children's Services
Social Care and Early Help
Recording timescales
2017

Timescales for Recording

- a. The accuracy of records and therefore their usefulness will diminish if not recorded promptly, as recall reduces over time. Therefore:
 - i. Whenever possible all information on all cases should be recorded by the worker at the time of the events/discussion, or as soon as possible after the event/discussion;
 - ii. Details of all **Section 47** investigations must be recorded within **48 hours (2 working days)** of the event;
 - iii. Minutes of strategy meetings, core group meetings and visits to children who are subject to a Child Protection Plan must be recorded within **48 working hours (2 working days)**;
 - iv. Contacts and Referrals must be recorded as soon as possible after the referral is received and must be fully completed within **24 hours**;
 - v. Case recording should be written up within **48 hours (2 working days) of the event**
 - vi. All other recording including detailed records such as visits to LAC, minutes of meetings, must be recorded within 7 working days;

All recording must be fully updated before any period of extended leave (i.e. over one week).

If, in exceptional circumstances, the above guidelines cannot be met, it is the responsibility of the worker to discuss this with their line manager. The manager must record on the Liquid Logic system the reasons for the delay and the new timescale for the recording to be completed;

Documents should be recorded on Liquid Logic on the day that they are received or in the case of documents that are e-mailed or posted by the division, on the day they are sent out.