**Guidance on Completing Daily Logs**

This is a vitally important part of the role of Foster Parents; so PCFS have compiled a guidance sheet for quick reference and some explanation on all areas that should be recorded within the daily logs.

* Individual daily log for each child, even if they are sibling
* Please use the child/YP’s first name throughout log, and any third-party name please use initials
* Record a brief day to day record of events
* Improvements and achievement for each child/young person
* Any changes or concern in behaviour or mood – including details of actual behaviour observed, what was happening before it started and your or other people’s response to it.
* Dates and time that a child/yp is away for the home (friends, birth family, missing, school trip, cub camp etc.) THESE MUST BE REPORTED DIRECTLY to PCFS.
* Specific incidents, events or changes in circumstance in family members
* Disagreement or complaints concerning any birth family members, foster family members and how you dealt with them. PLEASE DISCUSS WITH SSW INCASE THIS IS A SIG EVENT
* Accidents or injuries even if slight must be reported. PLEASE DISCUSS WITH SSW INCASE THIS IS A SIG EVENT
* Dates of meetings, attendance and decisions (these should also be sent to you by the LA).
* Any medical, dental and optician appointments and treatments/decisions from these (also recorded in the child/yp’s H&M Diary).
* Record of daily medication including if this was refused or not taken
* Contacts with school, social worker, SSW or birth family.
* Contact visits, the child/yp’s responses including before and after.
* Requests for help and assistance
* Times when alternative care has been given e.g. babysitters, with brief detail of who they were and what they did.
* Any visitors to the house, specifying if they stayed overnight.
* Details of any damage or theft by the foster child/yp. PLEASE DISCUSS WITH SSW INCASE THIS IS A SIG EVENT
* Involvement with the police – reasons and outcomes. PLEASE DISCUSS WITH SSW INCASE THIS IS A SIG EVENT