



Case Recording Top Tips

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| Why are we writing | Purpose | To record decisions made about children's lives which are kept up to date and accurate. |
| Who are we writing for | Audience | Ourselves, the agency, partner agencies, young people, parents/carers. If we see case recording only as an agency requirement it doesn't get prioritised. Re-frame this as a vital task for children and their families. |
| What do we want to achieve | Outcome | Up to date, high quality recording that brings to life the child's lived experience, which can be easily read and understood by service users and professionals. |

What should a well maintained case record include?

- Personal Summary details/contacts up to date
- Recent active case note with informative case note title
- Voice of the child with their wishes and feelings
- Timely visit records capturing direct work
- Management oversight CPC/IRO oversight
- Record of supervision at least every 8 weeks (driving child's plan and improved outcomes)
- Assessment / updated assessment within last 6 months
- SMART plan
- Latest core group/TAC
- Record of CLA review/CPC Midway review (CPP and CLA)

Equality and Diversity – The Key Three

1. Recording of **demographic data** is important
2. The significance of a family's religious/cultural background should be reflected in all key documents, a **genogram** is a good place to begin the discussion with the family about their history, their values and beliefs particularly in relation to raising children and family life.
3. Diversity is key to **children's lived experience**

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| Pitfalls | Top Tips |
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| Wandsworth recording processes aren't being followed – records are out of date, being recorded in the wrong place | <ul style="list-style-type: none"> • Read and familiarise yourself with Wandsworth's case recording Practice Standards p.103 of the handbook. • Request Mosaic training if you haven't already and be familiar with mosaic episodes. • Plan recording time in the same way you plan visits and direct work. |
| The child is 'missing' from the record – records may be dominated by the views of the parents/carers and don't capture life for the child | <ul style="list-style-type: none"> • Record the child's wishes and feelings, their views and how they feel about their life. Show direct work undertaken and the active involvement of the child/attempts made to engage the child or observation. • Use case notes with meaning in the title. Communicating the purpose, meaning, or content of the contact. So case notes read like a chronology and map the casework. |
| Jargon, acronyms, absence of full names and who the person is makes the record hard to understand by readers of the record. | <ul style="list-style-type: none"> • Use full names at least once in a record • State the professionals full name and role at least once in a record • Use the full name with the acronym in brackets at least once in a record |
| Facts and professional judgements aren't distinguished and analysis absent | <ul style="list-style-type: none"> • Differentiate between fact and professional judgement (opinion), give rationale and evidence. Don't avoid professional judgement by only recording fact. • Analysis is your professional judgement – move from what is happening to hypothesise and explain why it may be happening. Importance of genograms, ecomaps, chronologies and up to date assessment records to help you organise and analyse information. Your SMART plan helps review progress and evaluate the effectiveness of the plan. |
| Too much cut and paste | <ul style="list-style-type: none"> • Use cut and paste purposefully to save time but do not lose the sense of the individual child or young person in their own record. |