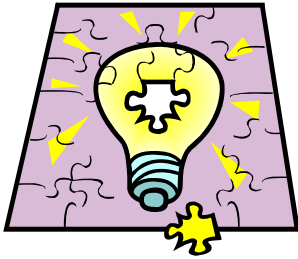


Recording Your Concerns

Guidance

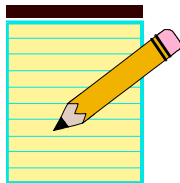


The aim of this document is to provide some guidance about recording information when you have concerns about a child or young person.

It does not provide templates, as all agencies will have their own preference with regard to formats of internal documents.

But it does give suggestions as to what information should be recorded in case it is needed to give a better picture of the child or young person's situation. All information forms a part of the jigsaw. For more detailed information regarding the importance of recording please look at the Dundee CYPPC Guidance for the Protection of Children & Young People on www.dundeeprotects.co.uk.

The key point to remember is that "the shortest pencil is better than the longest memory"¹ to ensuring that information is captured. However where possible use a pen to write your records as ink is less likely to be altered at a later date.



1. Source - Irene McGugan NHS Argyll & Clyde

For more detailed information please look at the Dundee CYPPC Guidance for the Protection of Children & Young People on www.dundeeprotects.co.uk.

There are four main questions you need to ask if you have concerns about a child or young person:



What have I seen/heard?



What concerns do I have?



What do I need to record?

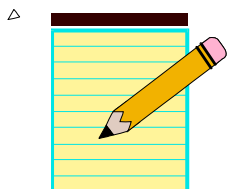


What action do I need to take?

For the purpose of this document we are going to focus on question three - What do I need to record?

Recording is not a complicated or scary process rather it is making a note of events and thoughts while they are fresh in your mind. If at a later date there is a need to recall an event the notes that you recorded will be invaluable, save time and may make all the difference to the outcomes for a child or young person.

Remember!



There are key elements to a useful recording of an event that gives cause for concern involving a child or young person, that are also relevant when you have a concern that does not involve a specific event but that may be an observation over time.



Time/Date



What are my concerns?



Why am I concerned?

- what have I seen or heard?
- is the child/young person in immediate danger?



What action have I taken?

- *have I spoken to a colleague/line manager*
- *have I consulted the Child Protection Officer - CPO - [if there is one in my organisation]?*
- *have I spoken to the parent/carer?*
- *have I taken a note?*
- *have I signed the note with date and time?*
- *have I spoken to SWD*
- *have I contacted the police?*

[N.B. this is not an exhaustive list]



What actions do I need to take?

- have you spoken to the parents/carers?
- do I need to speak to SWD

For more detailed information please look at the Dundee CYPPC Guidance for the Protection of Children & Young People on www.dundeeprotects.co.uk.

- do I need to contact the police?
- do I not need to take any further action?
- do I need to monitor the situation?
- do I need to speak to other professionals?
- have I spoken to a colleague/line manager or CPO for advice?
- do I need to add to my notes/recording?
- have I signed my notes/recording and added the date and time

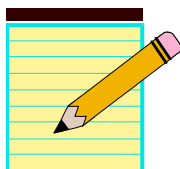
[N.B. this is not an exhaustive list]



Always sign and date your note/record [please also print your name] each time that you add any information as this may be important if further action is required in future. It may also be crucial to assisting with the decision as to whether any action is taken.

If a child or young person tells you something record it as soon as you can in the words of the child/young person, as sometimes putting it in your own words may not give as accurate a picture.

Remember!



For more detailed information please look at the Dundee CYPPC Guidance for the Protection of Children & Young People on www.dundeeprotects.co.uk.