Recording

Foster Carer Handbook · https://handbook.co.uk/docs/recording/

Recording – building an accurate, confidential narrative of the child's journey

*(aligned with the **Recording Policy** and **Recording Procedure**) *

Good records are like a second pair of eyes: they help professionals understand a child's daily life, plan support, safeguard everyone when memories differ and celebrate progress over time.

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1 | Daily log + weekly submission = complete record

- **Daily log (your private notes):** jot brief facts each evening—meals, mood changes, homework, medication, visitors.
- **Weekly online form:** every Monday you receive an email link; submit by Sunday night. This is the official record shared with your Supervising Social Worker (SSW) and, when requested, the Local Authority.

Missed weeks trigger an alert. Persistent gaps will be escalated to your annual review and may be referred to Panel.

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2 | What to include each week

Capture both the ordinary and the standout moments:

- **Health:** illnesses, medication given, GP/dental/optician visits; attach an Incident Report if medical attention was required.
- **Education:** attendance, homework support, meetings with teachers.
- **Contact/family time:** where, with whom, child's emotional response, any transport or supervision issues.
- **Professionals & visitors:** social-work visits, phone calls, CAMHS sessions, safeguarding police officers.

- **Behaviour—good and challenging:** note sparks of achievement *and* any worrying behaviour.
- **Your household:** events that might affect fostering—grandparent stays, family illness, job change.
- **Delegated decisions:** trips, OTC medication, pocket-money changes.

Tip: Distinguish fact (“Tom arrived home 45 minutes late.”) from hearsay (“Neighbour said Tom was at the park.”) and opinion (“Tom seemed anxious.”).

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3 | Serious incidents – same day action

If a child discloses abuse, goes missing, self-harms, is restrained, or sustains a serious injury:

1. **Phone your SSW immediately** (out-of-hours if necessary).
2. **Write contemporaneous notes** using the child’s exact words; date, time, witnesses.
3. **Complete an Incident Report** and email it within 24 hours.

Do *not* wait for the weekly form.

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4 | Confidentiality & data security

- Store paper notes in a locked cabinet; digital files in password-protected folders.
- Do not leave laptops/tablets open where children can read sensitive information.
- Shred or delete drafts once the weekly form is submitted.
- Under GDPR a child can request to see their records at 18—write with that in mind.

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5 | Reflective practice

Use supervision to review recordings: Are entries balanced? Too negative? Missing sparks of growth? Your SSW will coach you in clear, trauma-informed language and help translate daily notes into evidence for reviews, PEPs and Life-Story work.

Remember: thorough, timely, objective recording safeguards the child, protects you, and gives the whole team the information needed to make wise decisions. When unsure, record first, ask for guidance second. More detail is in the **Recording Policy** and **Procedure**—ask your SSW for copies if

needed.