

## **RECORDING POLICY FOR FOSTER CARERS**

### **INTRODUCTION**

As the people with day to day care of 'looked after' children, foster carers are in a good position to gather information about the child/young person's development, education and achievements. Any illnesses, accidents or difficulties they encounter.

So that we can all achieve positive outcomes for the children and young people we care for, a record of these day to day events is of great importance.

### **WHY RECORD?**

- Provides an accurate record
- Gives an overall picture of what is happening in the placement
- Helps to identify behavioural patterns
- It evidences the work you are doing with a child or young person
- It can be used for Life Story Work
- It may even be used in court proceedings
- Helps keep the child/young person safe
- Helps to protect you and your family from the risk of a complaint or allegation
- Shows that you value the child/young person's history

### **BEST PRACTICE**

- The frequency of recording required will be discussed and agreed during your supervision meetings with your supervising social worker. However, you must notify your supervising social worker and the child's social worker when there is a significant event, eg accident or illness.
- Contents of the records to be shared with the child or young person when appropriate and they should be encouraged to contribute
- When sending recordings via email to your supervising social worker you must use Egress switch and not download and store any information to your computer.
- Foster carers are responsible for ensuring all paper copies of information regarding children are kept in a lockable box that can be provided by the fostering service. When a placement ends any paperwork must be returned to your supervising social worker.
- Under the Data Protection Act, foster carers may not retain records of the placement, except for the names of the Children/Young People placed and the dates of the placement
- If a foster carer needs to look at their recordings at a later date – perhaps because of a complaint or allegation, you are entitled to have access to the recordings you've made.
- The department can supply you with a foster carer diary on request and this must be returned to your supervising social worker at the end of the year.

Diaries should not be used for child specific recordings, it must only be used to record appointments.

## **RECORDING GUIDANCE**

### **How to Record**

- Records should be clear, accurate and factual
- Records must distinguish between fact and opinion
- Avoid slang and/or jargon
- Records should be written in a way that conveys respect
- Each entry must be dated – if adding a late entry this should be indicated

### **What to Record**

#### Health and Medicals

- Foster carers must keep a written record of all medication, treatment and first aid given to children during their placement.
- There is a 'MEDICATION ADMINISTERED' record that needs completing for any child in placement who receives medication or treatment from the foster carer/s.
- Visits to doctor, dentist, optician, and/or clinic.
- Advice/medication given
- Therapy appointments
- Milestones – e.g. cuts first tooth
- Minor accidents and action taken (major incidents should be recorded on separate sheet and the Child's Social Worker and your Supervising Social Worker should be informed immediately).

#### Education

- Letters and messages to and from school
- Any absences and the reason including exclusions
- School meetings including PEPs
- Open Days, concerts, sports events
- Educational achievements
- Extra tuition, clubs and extra-curricular activities
- Significant friendships
- Bullying or being bullied

#### Contact

- Dates and details of contact – who with, where they happened, how they went
- Child's reaction to the contact – before and after
- Date and details of visits and/or overnight stays away from the foster home (including sleepovers with friends)
- Visits and contact with social worker and any other professionals

### Behaviour

- Any behaviour that is unusual or causes concern (via PDR for OTFC carers)
- Improvements, progress and achievements
- Details of any damage or theft by the child/young person
- Details of any involvement with the police – reasons and outcomes
- Date and times if child/young person goes missing (CSW and your SSW to be notified immediately)

### Allowances

- Date when pocket money and clothing allowance is given to child/young person.

Serious accidents or illnesses, when a child goes missing, allegation and/or disclosure of abuse must be reported immediately to the child's social worker or manager in office hours or to the Emergency Duty Team out of office hours, 0800 833408.