



Safeguarding Module

Keeping Record

Topics to be covered in this topic

- What to record
- When to record
- How to record
- Why is a concern
- Why do we keep records
- What happens with ineffective records
- Who needs to understand records

- Storage information
 - Sharing information
 - Data protection
 - How to transfer safeguarding records
 - How long to keep records
-

What to record

- Concern sheets
- The child's basic details
- Key contacts
- Case notes
- Body maps
- Meeting notes and minutes
- Consultations
- Reports
- Plans
- Index and chronology
- Any other correspondence relating to the child's safeguarding needs

When to record

To determine when to make records is reasonably straightforward and can be broken down in steps:

1. All records of concerns, allegations and suspicions should be recorded as soon as possible after the event so no information is forgotten
2. Any safeguarding correspondence, actions and decisions should also be recorded

How to Record

Records need to be organised, legible and complete. Some general rules should be followed when recordings are made.

- All handwriting should be clear, readable and in ink
- All events and observations should be described clearly
- All entries to be dated and signed by the person entering the report
- Simple language used
- Opinions should be explained clearly
- All disclosures should be in the child's words and inc any questions asked
- All injuries and marks must be marked on a body map
- Actions should be clearly recorded
- All cross agency decisions or endorsed decisions made by a manager marked on the record

What is a concern

A concern could be several situations such as:

- a n abuse or neglect concern
- Evidence of any abuse or neglect
- Any identified risk factors
- Serious risk indicators
- Disclosures
- Allegations
- Any additional concerning information about the child, their family or their lifestyle or any third party

Most organisations use a standard concern form which keeps records consistent

Why should we keep records

It is most important to keep clear Child Protection Records and have been highlighted in most serious case reviews.

Records helps organise and identify concerns early and they can begin to build a big picture of possible abuse or neglect from a collection of seemingly smaller or minor events.

Good record keeping helps organise and monitor and manage a good Safeguarding practice which also provides evidence of effective safeguarding policy and practice.

What Happens if We do Not Keep Effective Records

If records are not maintained and effective we compromise the safeguarding and protection of the child's needs, by:

- It may demonstrate and suggest non compliance with the statutory requirements
- Lead to failures to act on a concern in time
- Prevent services from understanding a child's life from a broader perspective
- Missed opportunities and follow ups

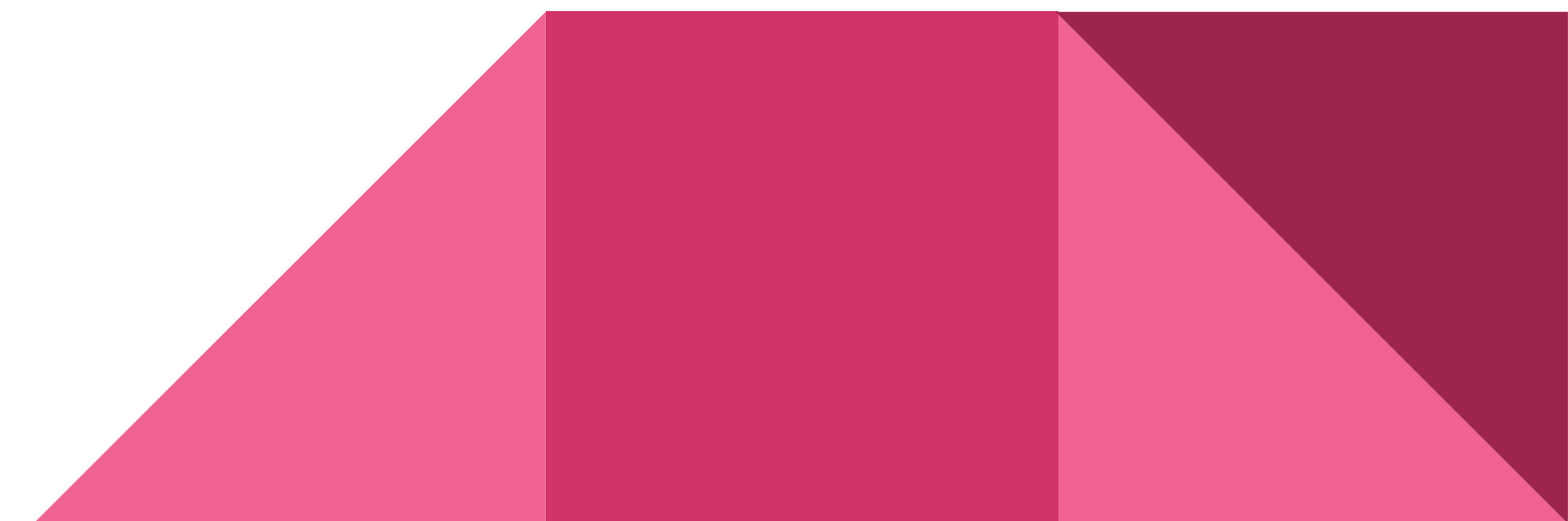


Who needs to understand record keeping

All staff in the organisation must understand record keeping

This is because any one of the staff may need to raise a concern or deal with a disclosure

The designated safeguarding person will need to have an in depth understanding of what exactly is necessary for record keeping and will need to ensure that all records are kept and maintained in good order



Storage of information

The storage of records is as effective and important as maintaining the records

There are several requirements that must be considered concerning the storage of the information i.e:

- All records must be stored in a locked cupboard or filing cabinet
- There must be reasonable access to records through the Designated Safeguarding Lead, their Deputy or Managers
- The child's regular records must indicate that there are additional Safeguarding records held about the child
- Records must also show clear links to siblings, especially those with different surnames



Sharing Information

All information held by all organisations involved in the child's case, are shared with other services such as:

- Police
- Health Professionals
- Children's Services

Information only needs to be shared if there is an issue with the wellbeing of the child. ***The Children's Act 1989*** authorises sharing between such agencies.

Data Protection

Data Protection is normally used to protect individuals, but in a Child Protection Case this is a little different.

- Safeguarding Records are exempt from the disclosure provisions of the Data Protection Act
- Parents do not have an automatic right of access to the child's file.
- Sharing information amongst other organisations is fine but only required if there is a Safeguarding Concern

How to Transfer the Safeguarding Files

If a child moves schools or GP's or other related services, their Safeguarding information needs to be transferred also. These are some requirements needed:

1. The organisation transferring the information does not need to keep a copy but does need to make sure it has been transferred correctly BEFORE deletion.
2. A secure and reliable method of transfer is absolutely necessary
3. All files must be sent directly
4. Transferring must be checked on receipt
5. Files must be sealed, marked confidential and marked for the attention of the Safeguarding Lead
6. A file must be kept to show where the files have been sent, for what reason and dated



How to Transfer the Safeguarding Files

All files should be passed on except for :

1. Minutes from Child Protection conferences if a case has ended
2. Records of any un-established concerns



How Long Are Records Kept For

Safeguarding Records should be kept until the child's ***25th Birthday***.

When the records are shredded, there should be a record kept of the event

The file should then include :

1. The unique identifier number
2. Titles / description of files
3. Number of files
4. Name of the officer incharge
5. Content details
6. Date of destruction
7. Manner of destruction

The last organisation refers to the child's last school attended and the last GP surgery.

Safeguarding Report Team

Yewande Ogunsanya

Designated Safeguarding Lead
Safeguarding@ukcb.world
020 3638 6747
(Call or Text) 07944852995

Hania Rahman

Deputy Safeguarding Lead /
HR & Support Officer
Recruitment@ukcb.world
020 3638 6747
(Call or Text) 07856389729

Hakan Gokce

Deputy Designated Safeguarding Lead
Hakan.gokce@axiseducationaltrust.org
07585344051

Sourabh Liahri

Support Officer / Cyber
Security Support
Lecturer
learningsupport@ukcb.world
020 3638 6747
(Call or text)07843534908



Useful Links & Services



www.anti-bullyingalliance.org.uk



www.childline.org.uk



www.mind.org.uk



www.unicef.org



www.samaritans.org

