

-Appendix 7**SAFEGUARDING
RECORDING CHECKLIST**

Recording Sequence	Timescale	Evident on File
1. Line Manager contemporaneously completes Risk Assessment Grid during discussion with practitioner. Manager should retain copy and ensure that a copy is placed on file	Immediately	
2. Practitioner writes up all case notes pertaining to the incident and/or safeguarding concerns in line with recording standards and place on file	Within 24 hours	
3. Ongoing case recording in relation to contact with the child, family, Welcare personnel or third parties is written up in line with recording standards and placed on file	Within 5 days of contact	
4. If a worker attends a Strategy Discussion, Case Conference, Core Group Meeting, Planning Meeting or Review, they should make outline notes, particularly those relating to action points, recommendations and decisions, in lieu of formal minutes from the meeting having been forwarded. These notes should be placed on file and replaced with the formal minutes of the meeting once forwarded to Welcare.	Within 3 working day	
5. All supervision discussions and decisions relating to the case should be placed on file in line with recording standards	Within one working day	
6. All initial Agreements and subsequent reviews/amendments reached with children and parents should be written up and placed on file in line with Welcare's Written Agreement standards	Within 5 days of meeting	
7. Following a decision to close a case the recording of this decision should be written up along with case notes and any other outstanding recording or contacts (with family and third parties) and be placed on file. Process to be carried out in line with Welcare's Closing Summary standard, contained in the file policy. The case should then be passed to line manager for sign off and then to administration for logging and filing.	Within 5 working days	

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5. All supervision discussions and decisions relating to the case should be placed on file in line with recording standards	Within one working day	
6. All initial Agreements and subsequent reviews/amendments reached with children and parents should be written up and placed on file in line with Welcare's Written Agreement standards	Within 5 days of meeting	
7. Following a decision to close a case the recording of this decision should be written up along with case notes and any other outstanding recording or contacts (with family and third parties) and be placed on file. Process to be carried out in line with Welcare's Closing Summary standards. The case should then be passed to line manager for sign off and then to administration where appropriate for logging and filing.	Within 5 working days	