

Inspection Top Tips

Recording

April 2025



Children's Homes Regulations

36.—(1) The registered person must maintain records ("case records") for each child which —

(a) include the information and documents listed in Schedule 3 in relation to each child;

(b) are kept up to date; and

(c) are signed and dated by the author of each entry.

There are **26 requirements in Schedule 3** including; Personal details in relation to the child; The date and circumstances of all incidents including where a child goes missing from the home; The date and circumstances of any measure of control, discipline or restraint used in relation; Any special dietary or health needs of the child.

Children's Homes Guide

14.4 Staff should be familiar with the home's policies on record keeping and understand the importance of careful, objective, and clear recording. Staff should record information on individual children in a non-stigmatising way that distinguishes between fact, opinion and third-party information. Information about the child must always be recorded in a way that will be helpful to the child.

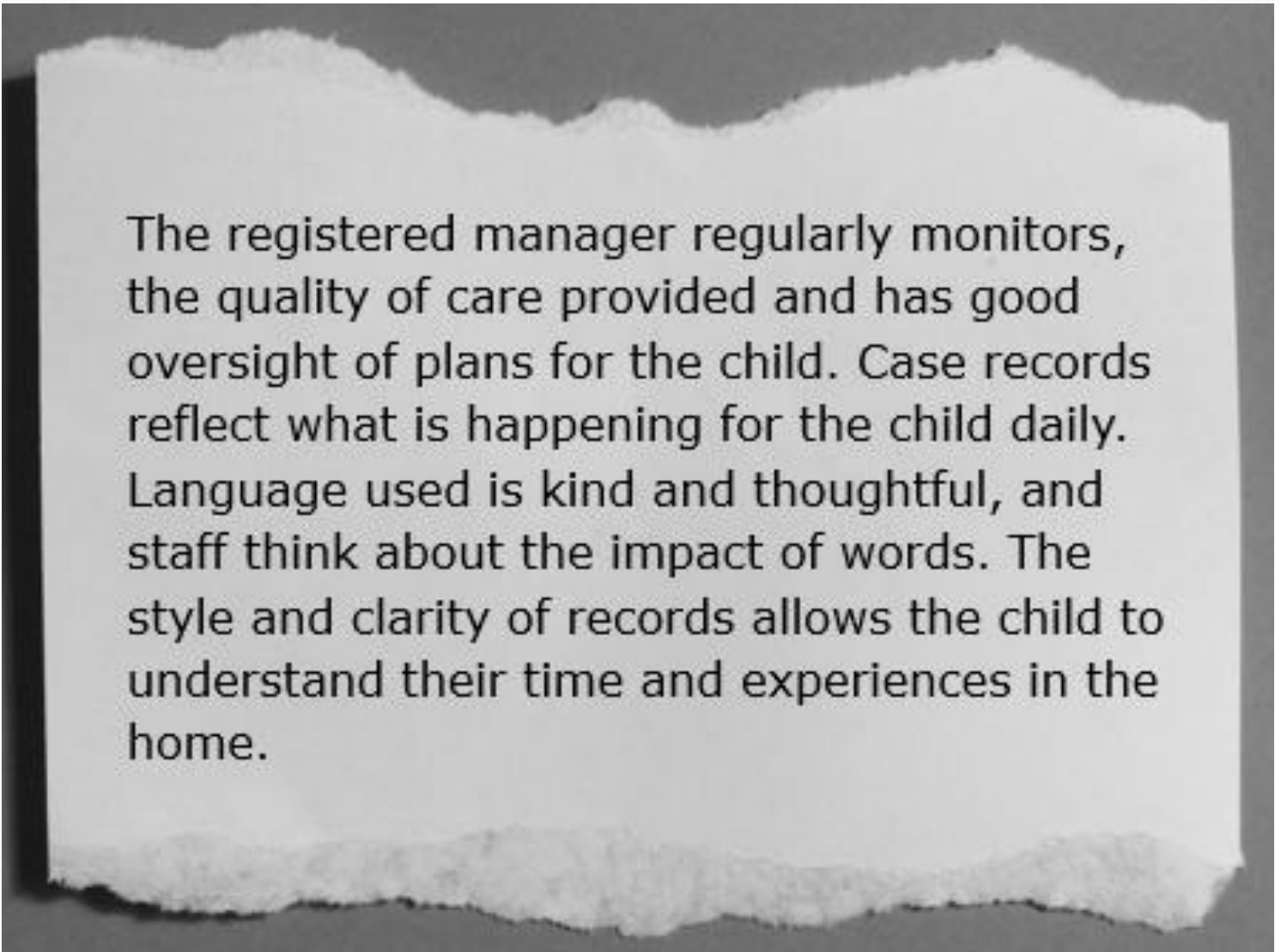


Children's Homes SCCIF

Key elements include:

- Case records reflect children's everyday lives and the work that is carried out with them.
- The records reflect their achievements and clearly relate to the plans for their futures.
- The records are available to children who are able to see or contribute to them as they wish, with appropriate support.
- Records of behaviour management and restraint confirm that staff use identified individual strategies that consider children's communication, physical and learning needs to divert and minimise incidents and physical intervention
- Inspectors should, whenever possible and appropriate, ask a young adult's permission to view their records, unless their mental capacity means that informed consent is not possible.



A piece of white paper with a torn, deckled edge is centered on a dark gray background. The paper contains a paragraph of text in a black, sans-serif font. The text describes the role of a registered manager in monitoring care quality and maintaining case records for a child.

The registered manager regularly monitors, the quality of care provided and has good oversight of plans for the child. Case records reflect what is happening for the child daily. Language used is kind and thoughtful, and staff think about the impact of words. The style and clarity of records allows the child to understand their time and experiences in the home.

Top tips...

1. **Accuracy and Detail:** Ensure that all records are accurate and detailed. This includes documenting observations, incidents, and interactions comprehensively to provide a clear picture of each child's experiences and progress
2. **Consistency:** Maintain consistency in recording information. Consistent formats to ensure that all staff members record information in a uniform manner, making it easier to track and review
3. **Timeliness:** Record information promptly. Timely documentation helps in capturing the most accurate details and ensures that information is up-to-date, which is crucial for effective decision-making and care planning
4. **Confidentiality:** Protect the confidentiality of the information recorded. Ensure that sensitive information is stored securely and only accessible to authorised personnel, in line with data protection regulation
5. **Reflective Practice:** Use recorded information to reflect on and improve practices. Regularly review records to identify patterns, assess the effectiveness of interventions, and make informed decisions about future actions



Questions to consider...

- Is the written information clear and understandable?
- Is there managerial oversight of what is recorded on a child's case file?
- Would you be happy with the child reading the information you have written about them?
- Are all records up to date and in line with the policies and procedures related to recorded?

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