

bitesize

recording

John Woodhouse



Write down...

- Your name and any name by which you've been known
- Your date of birth and sex.
- Your religion, if any.
- Your ethnicity, cultural and linguistic background
- How much money you have
- Something embarrassing about you



CONFIDENTIAL

John Woodhouse
dialogue
Chimmels
Dartington Hall
Totnes
TQ9 6EQ



Creating a culture of respect

In chat...

- what are the kind of things that worry you about us recording this information about you
- what would reassure you?



GDPR – 7 principles

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability



purposeful recording

01/05/24 – **Presentation to dialogue members**

Purpose: Develop understanding of requirements and young people's experience of these, while building confidence to deliver this effectively

Background:

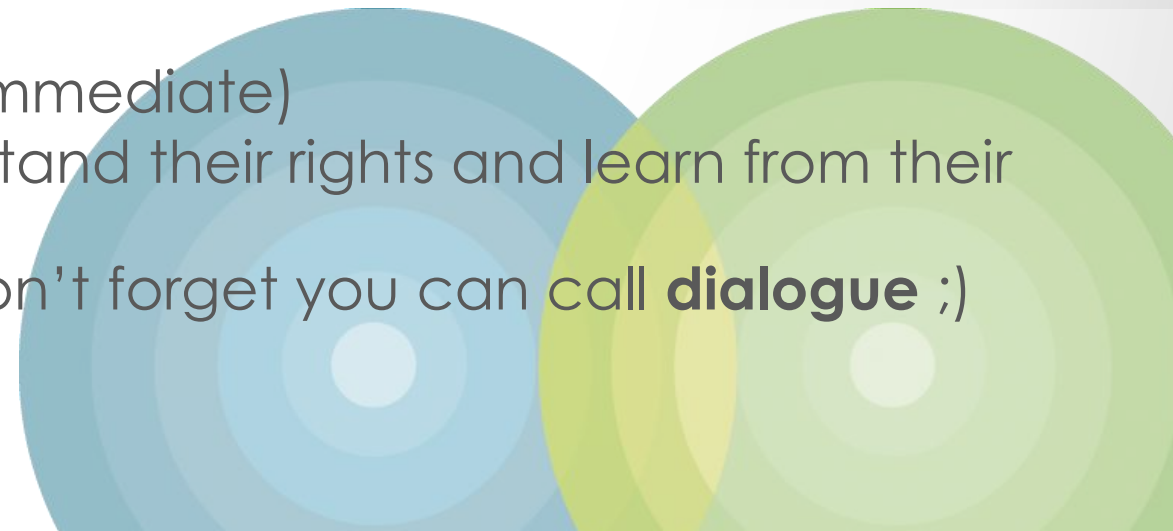
- Experience of recording exercise
- Data protection principles discovery exercise
- Purposeful recording

Analysis: The group seemed to enjoy and value the exercises, but the real test will be how they communicate this to their teams and their young people's experience of practice

Actions:

1. NI/RSMs to consider their compliance (immediate)
2. NI/RSMs to ensure young people understand their rights and learn from their experiences (1 month)
3. NI/RSMs to consider training needs ... don't forget you can call **dialogue** ;)

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Requirements

- Reg35 – records control, discipline & restraint
- Reg36 – maintain case records
- Reg38 – storage
- Schedule 3 & 4 (what to include, who is there)
- Security & storage
- Return to local authority if you close your setting



Staff should...

- Know your policies
- Understand the importance of careful, objective, and clear recording
- Not stigmatise
- Distinguish between fact, opinion and 3rd party info
- Record in a way that will be helpful to young person
- Understand role in helping young people reflect on and understand their history, according to their need
- Support young people with their responsibilities
- Regularly remind young people of their rights now and in later life
- Be familiar with information sharing requirements
- Have access to the information sharing policy and procedures specified by safeguarding partners in your area
- Sign and date their recording



Young people (and parents...)

- Understand nature of records
- Know how to access them
- Keep appropriate memorabilia of their time with you
- Record significant life events, if they wish
- Be actively encouraged to read their records
- Add information to their records



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The Children Home's records on each child represent a **significant contribution to their life history**

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Guide to children's homes, p62