

Key Points for Child Protection Record Keeping

- * Write in black ink
- * Write as soon as possible after the event
- * If you make a mistake, score a line through it; do not use whitener or stick anything over it
- * Date, time & sign the record at the time of writing (and print name for later identification)
- * Use clear, straightforward language
- * Try not to use jargon, explain it if you do
- * Be accurate and concise
- * Do not leave unexplained gaps in the record
- * Ensure you describe the facts (what you saw, heard, smelled etc.) accurately
- * Ensure you provide some analysis of your concerns, basing your professional opinion on the facts you have recorded

Pass your concern to the DSL

A supply of 'logging a concern' forms should be available in the staff room, every classroom and accessible to ALL staff for prompt recording

