

# 1 Introduction

Promoting the welfare and the protection of vulnerable adults requires information to be brought together from several sources and for professional judgements and decisions to be made based on this information in partnership with the adult (when safe to do so), the family and / or carer(s). Accurate information and well-kept records provide an essential foundation to good professional practice. They support continuity of care, risk assessment and risk management.

# 2 Recording

What we write, and how we write it, can have a significant impact on our practice. Principles of good recording should include person-centred, accurate, factual, timely, jargon free, evidence based, succinct, holistic, and professional. Records should be easily understood by others. For full guidance visit [SCIE](#)

# 3 Legislation

[The Freedom of Information Act 2000](#) and the [Data Protection Act \(DPA\) 2018](#) have records management codes of practice that recommend the systems and policies that must be in place to comply with the law. The DPA 2018 provides controls on the handling of personal identifiable information for all living individuals. Central to the Act is compliance with the [eight data protection principles](#) designed to protect the rights of individuals about whom personal data is processed whether an electronic or a paper record.

# 7 Where to get more Information

Further advice for practitioners at:

- [Gov.UK](#)
- [General Data Protection Regulations \(GDPR\), Data Protection Act 2018](#)
- [Human Rights Act 1998](#)
- [Crime and Disorder Act 1998.](#)
- [www.northlincsab.co.uk](#)

# 4 Promoting Reflective Practice

Records are a vital tool to enable staff to reflect on their practice and identify any gaps for support or development. They should be used as part of supervision, in conjunction with their supervisors / managers. Good record keeping is a vital practitioner practice tool, enabling staff to reflect on their practice, demonstrate their thinking, the rationale behind decision making, analysis of complex situations and management oversight. It is not simply a record of what is happening; it should be actively used as a tool to provide a professional analysis of the situation and plans to support the adult.



# 6 Timely Recording

Records should be up to date and notes written up as soon as possible, ideally completed on the day of contact or updates for an individual. Recording is an integral and important part of social work and social care. It is central to strength based, person-centred support. Recording is vital:

- It supports good care and support
- It is a legal requirement and part of staff's professional duty
- It promotes continuity of care and communication with other agencies
- It is a tool to help identify themes and challenges in a person's life
- It is key to accountability – to people who use services, to managers, to inspections and audits
- It is evidence – for court, complaints, and investigations

It will enhance your practice and the support you can offer people if you can make good recording a central part of your work.

# 5 Recording Facts

- Facts can only be recorded if supported by evidence.
- It must be clear who has this evidence (i.e., the primary / case-accountable worker or others).
- Where there is a different view about the facts this should be recorded, and the differing views noted.
- Where opinions are recorded it should be clear whose they are.
- Opinions should be based on objective professional assessment, fact, and evidence.
- Capture the adults voice, views, and wishes and involve them in any support plans (where possible and safe to do so).



7 Minute Briefing