



ANDERIDA ADOLESCENT CARE

PAPERWORK PROCEDURE AND PAPERFREE POLICY

Anderida endeavours to minimise their impact on the environment (see environmental policy) and therefore to ensure wherever possible digital rather than paper records are maintained. There will be exceptions to this where bound book are required in line with regulations, however in all other instances the organisation should continue to strive towards being a paper free organisation.

CURRENT RECORDING PROCEDURES

Daily Recording

- Blank daily recordings can be downloaded from the server at the beginning of each day (this ensures you have the most up to date one). Please do not save blank daily recordings on the computer as the formats are sometimes updated on the server.
- This is to be completed **on the computer** ensuring full names of staff on shift are filled in at the top.
- **To save your daily recording:**
 - Click save as, browse for YP folder in the resultant window, inside the YP folder open 'DAILY FILE' then open DAILY RECORDINGS.
 - Name the file like this: 'date – yp initials – DR', for example '01.03.11 RS DR'
 - Click 'save' at the bottom right of the window.
- The recordings do not need to be printed off; carers coming on shift should read the daily recording from the computer during handover.

Daily Log

- Mentors movements and people coming into the home to be handwritten daily in the Daily Log book.
- Full names of carers to be written on the top of each day.

Significant Events

- Blank significant event forms need to be downloaded from the server each time you write one (this ensures you have the most up to date one). Please do not save blank sig events on the computer for future use as the format is updated regularly on the server.
- The significant event is to be typed into the form **on the computer** ensuring all the relevant boxes are filled in.
- **To save your Sig Event:**
 - Click save as; browse for YP folder in the resultant window, inside the YP folder open 'DAILIES' then open SIGNIFICANT EVENTS
 - Name the file like this: 'date - yp initials – SE', for example '01.03.11 RS SE'
 - Click 'save' at the bottom right of the window

- Significant Events do not need to be printed off; carers coming on shift should read them on the computer screen during handover.

Incident Report and Notifications

- Blank incident report forms need to be downloaded from the server each time you write one (this ensures you have the most up to date one). Please do not save blank incident report forms on the computer for future use as the format is updated regularly in the server.
- The incident is to be typed into the form **on the computer** ensuring all the relevant boxes are filled in.
- Make sure you alert your manager if an Ofsted notification is relevant (serious incident, involving the police, extended period of being missing, injury or risk of CSE). To complete a notification, you must access the document on line using the following link: https://ofstedonline.ofsted.gov.uk/outreach/Ofsted_Statutory_Notification.ofml

At the end of the form it will give you the option to download a PDF copy. You must always press yes and save the PDF in the incidents file with the correct date and matching title to the incident it refers to.

- Do not print incident reports or notifications; save them on the computer.
- To save your incident report or notification:
 - Click save as; browse for YP folder in the resultant window, inside the YP folder open 'DAILIES' then open INCIDENT REPORTS.
 - Name the file like this: 'date - yp initials –IR/Notification, for example '01.03.11 RS IR - Missing' or '04.03.11 RS Notification - Missing'.
 - Click 'save' at the bottom right of the window.
- Incident reports do not need to be printed off; carers coming on shift should read the incident on the computer screen during handover.
- On occasion, there will be an update or an outcome of an incident after the incident report after the day on which it was completed. If this occurs, please notify admin at head office (admin@anderidacare.co.uk) so that the final version can be forwarded to the social worker.

Key Hour

- Blank key hour forms are to be downloaded from the server each time you write one. Please do not save blank key hours on the computer as the formats are sometimes updated on the server.
- This is to be completed **on the computer** ensuring full names of staff on shift are filled in at the top.
- Key hours must be printed off and given to the young person in the format agreed in their terms of residency (unless they have made specific requests not to receive them).

Consequence

- Consequences are handwritten in the consequences log and a digital form to be completed.
- The Manager will sign the consequences log.
- A consequence form should also be filled in on the computer. This can be downloaded from the server. This is not to be printed off just saved in the relevant section of the young person daily file.

Positive Holding

- Physical interventions are handwritten in the restraints log.
- You also fill in a positive holding form which should be downloaded from the server and saved in the young person daily file.
- Positive holding forms should be emailed to our PRICE instructor Will Williams and the office at the end of the day (will.williams@anderidacare.co.uk).

A-Points (Weekly Points Award)

- To be completed digitally on the server

Activity Chart

- To be completed digitally on the server

Contacts

- All contacts including telephone and email contacts are to be recorded on the DR for the young person that the communication relates to. The only exception to this is when the communication is very significant in which case there is reference to it on the DR but a full summary on a SE or IR e.g. spoke to YP Mum see SE.

Room Search

- Form to be downloaded from the server and typed on the computer.

Medication Log

- Medication stock checks to be handwritten in the medication logbook weekly.

Petty Cash Log

- To be completed on the server digitally
- To be printed from the server and kept on the clipboard.
- Once filled in this should be filed in the petty cash log folder.
- This should be checked during handover and signed by the new mentors coming on shift.

Vehicle Log

- To be completed digitally on the server

Vehicle Check

- Form to be completed digitally on the server

Visitors

- Visitors to be handwritten in the visitor's logbook.

Fire Log

- Fire log to be handwritten in the fire Logbook daily.

Key/Card Log

- Key/Card log to be handwritten in the key logbook daily as part of handover.

Maintenance Log

- Maintenance to be handwritten in the maintenance logbook when necessary.

Emails

- All emails regarding sensitive information or with sensitive documents attached should be sent from and Anderida Care email with the subject bar marked **#Protected Attachment**.