



ANDERIDA ADOLESCENT CARE

RECORDING GUIDELINES

Recordings in children's homes are both sensitive and legal documents. When completing all recordings, mentors should bear in mind that they can and may be accessed in many years to come. This could be by a young person who wants to view their records and make sense of their time in the home or during legal proceedings. As such, reports and documents must be completed fully and accurately with full names in a legible form, entries should be factual and non-judgemental.

HANDOVER (described to young people as catch up) SHEET

Upon arrival at the home, a handover meeting will be held. Part of this will be allocating responsibilities for overseeing that all tasks are completed, including lunch, dinner and petty cash. The staff leaving shift will have completed a handover sheet which must be discussed, in full, with the new team. A handover monitor will be allocated for that day who will oversee that each of the items on the sheet are addressed throughout the day and then ticked off or placed on the new sheet for the following day, where they couldn't be fully actioned for any reason.

At the end of each shift a new sheet must be completed for the next day. All relevant sections must be filled in and the diary checked for any appointments/visits for the day. As part of the handover/end of night process, the whole team will check that all paperwork is complete (daily checklist) and complete a debrief.

PETTY CASH

Staff are responsible for all monies in and out of the home when they are on shift. Staff must ensure that they get receipts for everything and these are attached to petty cash slips with an explanation. In addition to this there is a running log within the home both digital and paper (both must be completed in full). Petrol receipts paid for by the home's petrol cards must be placed in the envelope for that day but **not run through petty cash**. You will be given training on how to fill this in as part of your induction.

COMMUNICATION BOOK

This is for the sharing of information and must be checked at the beginning of each shift. This is for everybody's to use to pass on any relevant information and messages to your colleagues. You must ensure you read and sign this at the start of every shift as it may have important information regarding the home and young people.

Please note that the purpose of this book is not to 'moan and criticise' colleagues but to share essential information and respond to queries.

STAFF LOG

This is a basic log evidencing the tasks undertaken by the staff member and their movements throughout the day.

WORKING FROM HOME

There have become a number of reasons for mentors/management team/admin staff maybe required to work from home, particularly to include Covid/ isolation related issues.

When working from home it is essential that this is agreed by line managers and directors, there is also a requirement that this is transparent and evidenced, for example:

- Pre agreed
- Planned
- A detailed recording of tasks undertaken to the home to be copied into the staff log
- Evidenced to line managers and director

DAILY RECORDING

This form is an explanation relating to the child throughout the day. It is for expressing the moods and behaviours of the young person and any contact had with outside agencies or significant others (to include direct contact, email and telephone). The DR references anything important that needs to be recorded in a significant event, key hour or incident report, along with recording the young person's food intake for the day.

ACTIVITY CHART

This is filled in on a daily basis as a quick guide to the young person's activities (e.g. swimming & resident meal).

ACTIVITY AWARD SCHEME – A POINTS

All young people have an activity award scheme personalised to their goals/care plans; these must be completed at the end of each shift allocating a 0, ½ or 1 point for the effort made in each area. Sometimes young people can be awarded additional points in line with their goals or for outstanding effort. Rewards are located on the A-Points website. Half of each week's earned points are saved into a JISA via the office. Each week the amount should be totalled and given to the office for their records, quarterly statements will be shared with the young people.

It would be encouraged to extend the amount of savings for the children and young people.

KEY HOUR REPORT

Formal key work meetings should be held with key workers once a week. This is recorded on a key report and signed by staff and the young person. Alongside this, all staff can undertake both formal and informal key hours on an ad-hoc basis, recording any significant conversations staff have with the young people. Key hours are passed to the young person in the manner agreed with them.

POCKET MONEY & PHONECARD LOG

To be completed when a young person is given their pocket money. The young person must sign the form to evidence receipt of their allowances.

PERSONAL ALLOWANCES

In addition to filling in the above, these show a full record and breakdown of all the young person's personal allowances. Allowances are allocated on a set day and the sheets are updated to show this. Whenever monies are spent, the deductions need to show on the sheet.

CARE PLAN

Care plans are filled in on a daily basis with all important recordings having a brief summary under the relevant ECM, legal and medical headings digitally. The following information needs to be included in the care plan:

- Medical intervention/appointments
- Legal intervention/appointments
- Significant events – written under the relevant ECM heading
- Incident reports – written under the relevant ECM heading
- Family contact
- Anything significant/different in the young person's life/care

SIX MONTHLY SUMMARY CHAT REVIEW

This is a six-monthly progress report completed by the key worker and the young person, outlining their progress over the last six months and scoring them based on monthly scoring under the ECM headings. This needs to be sent to head office, who will then forward to the local authority and significant others.

MONTHLY CHAT SCORING

This is completed monthly by the keyworker or designated person. It is vital that the person who does this does it consistently once a month over six months. The scores are then put into a graph format at the six-monthly CHAT reviews.

COMPLAINTS FORM

This is to be filled in by anyone (including young people) who wish to make a complaint (please see complaints procedure).

ACCESS TO RECORDS FORM

Should a young person request to see their file they should be asked by the staff member to fill in the above form. This needs to be submitted to the manager and the young person informed that we need 24 hours' notice before releasing any files that are appropriate to share. The manager will agree to share a small number of documents at a time in order that the child is not overwhelmed by the quantity of documents, they will also ensure that the young person is supported in reading the paperwork.

SIGNIFICANT EVENTS

This is for recording anything of significance that has happened during the day that you think other staff may need to know. Significant events should record anything that is significant, including positive areas. The following could be considered significant events:

- Contact with family
- Young person's mood or aggressive outburst
- A discussion

- A young person engaging in an activity that they do not normally engage in
- Positive activities/interaction
- Achievement

INCIDENT REPORTS

These are significant events that the YP's social worker and in some instances Ofsted need to know about. They will be typed by the staff and emailed to the office to be forwarded to the relevant people. These incidents may include:

- Violence
- Drugs or alcohol
- Self-harm
- Events leading up to an absconscion (please see missing person's procedure)
- Child protection and safeguarding concerns

CHILD PROTECTION

All child protection and safeguarding concerns need to be recorded in the child protection log in addition to completing an incident report (please see safeguarding policy).

ROOM SEARCH FORM

This is filled in following a room search.

CONSEQUENCES LOG

All sanctions, reparations, interventions and rewards, along with NVR interventions need to be recorded in the bound consequences log and a consequences form for the young person's file (please see behaviour management policy).

POSITIVE HOLDING LOG

All restraints must be recorded in the restraints log, on a positive holding form/checklist (please see positive holding procedure). This is both digital and a hard-bound book and must be duplicated.

SUPERVISION CONTRACT

This will be completed in your first supervision with your supervisor and will outline the agreed terms of your ongoing supervision with Anderida.

SUPERVISION

Your supervisor will record the contents of your supervision on a supervision form and will ask you to sign that you agree to the notes at the end of each supervision. It is advisable that you keep copies of all your supervision notes. Most supervisors will send you your supervision notes digitally, these will be sent securely.

PRACTICE JOURNAL

Over the course of each year you will complete a review of your performance with your supervisor. This will entail using supervision to evidence and plan how you will support the young people and organisation under the 'Every Child Matters' headings, this will be explored as part of each

supervision. At the end of the year as part of your appraisal, all areas will be scored, and a personal development plan devised from the evidence which showed real strengths and areas that highlighted developmental needs. You will also have the opportunity to review your manager's performance and personal development as part of a staff meeting as well as part of their appraisals.

MILEAGE

A mileage form needs to be completed and submitted to the manager for signing whenever you have been asked to use your personal car for organisational duties. All forms submitted before the 21st of the month will be paid on the 28th of the month. These also need to be filled out and attached to a petty cash voucher when it has been agreed that you can take the funds from the unit petty cash.

CHANGE OF ADDRESS/TELEPHONE

Must be completed and submitted to head office whenever a staff member moves home. When you change your telephone number, a call to inform the office and all unit managers will suffice.

CHANGE OF BANK DETAILS

Must be completed and submitted to head office whenever a staff member changes bank account.

RETURN TO WORK FORM

Will be completed with an independent visitor (as part of reg 44 monitoring) following any absences (please see absence procedure). Should you have more than 2 'green' absences the return interview will be held with your manager and a director.

ANNUAL LEAVE

This needs to be filled in and signed by the manager prior to holidays. This will then be submitted to the office for agreement. Until you receive a form from the office confirming your holiday **it has not been agreed** (please see holiday procedure).

TIME SHEET

Staff need to fill this in every time they undertake hours for the organisation. These forms are kept in the server in each home. For staff who have dual roles that involve different rates of pay e.g. assessors they must specify what they have actually been doing.

TRIAL SHIFT REPORT

When an applicant visits a home to undertake a trial shift, staff are asked to complete a feedback form and email this straight to the office. This is a confidential document and should not be saved on computer desktops. Young people should also be encouraged to complete a young person friendly version of the form, which can be placed in the manager's in-tray once complete.

MEDICATION ADMINISTRATION

This must be completed and signed immediately after all administration of prescribed medication (please see medication and health & safety policies).

WEEKLY MEDICATION CHECK

Staff to complete when all stock checks are undertaken (please see medication and health & safety policies).

MEDICATION RETURNS FORM

All unused prescribed medication must be returned to the office. Staff need to complete the corresponding form and ensure it is stamped/signed by the office on receipt of the unused medication and then filed in the homes health & safety folder.

VEHICLE LOG

This is filled in **every time** the company vehicle is used and clearly states which vehicle you were driving. These are stored digitally in the server.

WEEKLY VEHICLE CHECK

This is a comprehensive form covering all aspects of the vehicle check, all vehicles are to be checked weekly and the form completed. Staff also need to inform the manager or record concerns in the communication book so any maintenance can be actioned quickly.

WEEKLY FIRE CHECK

Once a week staff will check that the alarms are in working order alongside all other fire precautions being in place, you will need to fill in the corresponding form (see fire & evacuation procedure).

FIRE LOG

This is a bound book filled in nightly in order to record all mentors/young people who are sleeping in the home each night.

NEAR MISS FIRE ALARM

This must be completed whenever the smoke alarms go off or there is a fire scare.

QUARTERLY FIRE DRILL

Staff need to complete this as part of the 3-monthly fire drills.

FRIDGE TEMPERATURE CHECK

Staff must record the temperatures of all the fridges on a weekly basis. Staff also need to record any adjustments they may have had to make if the temperatures are not between 0 and 5°C. There is a specific bound book for these purposes.

MAINTENANCE BOOK

Staff are to record any maintenance and damage issues in the maintenance book. Once work/repairs have been completed, staff are to sign this off and date it.

MONTHLY HEALTH & SAFETY CHECKLIST

Generally, these will be completed by designated Health & Safety officers but from time to time all staff may be asked to undertake the monthly checks covering all aspects of health & safety.

VISITOR'S BOOK

All visitors must be recorded and signed in and out of the home, all ID must be requested in advance of allowing access to the home, all risk assessments must be completed in advance of visits.