

Recording a disclosure of abuse, an allegation or concerns

Whenever a child or adult makes a disclosure, makes an allegation or there are concerns about the welfare and safety of a child or adult, the following standards will be applied to record keeping.

1	When a disclosure or allegation is made in person, whenever possible and practical, notes will be taken during the conversation
2	Where it is not possible or appropriate to take notes at the time, a written record will be made as soon as possible afterwards and always before the end of the day, using form CM1 (forms library)
3	The person making the disclosure or allegation will be advised at the time that a written record will be made and the importance of making a record of information will be explained.
4	The person making the disclosure will be informed that they can have access to the record made in respect of their own information
5	The context and background leading to the disclosure will be recorded
6	As much information as possible will be recorded and fact, hearsay and opinion will be distinguished in the record. Assumptions and speculation will be avoided.
7	For all methods used to make a disclosure or allegation, the time, date, location, format of information e.g. letter, telephone call, direct contact and persons present will be recorded
8	Records will be signed and dated by the person receiving the information
9	A log of actions will be maintained using the Form: Safeguarding Children, Young People and Adults (See Forms Library) and times, dates and names of people contacted and spoken to as well as their contact details will be recorded
10	The log will include full details of referrals to the Children's or Adult Social Care Services and the Police
11	All original records, including rough notes, will be provided to the relevant Safeguarding Coordinator by noon the next working day
12	All records will be kept in a confidential and secure place and shared only in order to safeguard a child or adult at risk, in line with the information sharing protocol and requirements of the General Data Protection Regulation 2016 and the Data Protection Act 2018.