



Phoenix Community Care Ltd Policy & Procedure

0221 - Record Keeping Policy

Version	Written	Updated/ Reviewed	Scheduled Review Date	Author/ Reviewer	Approving Body	Date Approved
1	09.2011	10.2013	09.2013	PCC	PPC Foster Care Management	Sept
2	10.2013		10.2014	J A Coates	PCC Directors	5.2.14
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Scope

This policy applies to all PCC Foster Care Agency employees, including:

- Permanent staff
- Voluntary staff
- Placements and Work Experience
- Temporary staff

Purpose

To inform all Phoenix Community Care (PCC) Foster Care Agency staff of their duties and responsibilities in relation to the keeping of records.

Introduction

PCC Foster Care Agency is committed to fulfilling its duties and responsibilities for all children and young people who are cared for by the local authority. The Agency's Record Keeping Policies and Procedures comply with:

- Fostering Services Regulations 2011(26.1)
- The Children Act 1989
- Fostering Services: National Minimum Standards 2011 (Standard 22, 26, 30, 31, 32, 33).

PCC Foster Care Agency has a legal duty to compile keep a broad range of recorded information with specific reference to children and young people who are looked after and approved and potential foster carers. This policy outlines the procedures for recording and storing that information.

PCC Foster Care Agency aims to ensure that paper copies of information are kept to a minimum and where possible and practicable all records, daily and weekly logs, incident reports, personal information and assessments are stored on the companies intranet. Where possible paper documents are to be scanned and then stored electronically, the physical copy is then to be securely disposed of.

The records and information stored by the agency is by its very nature confidential and as such pains must be taken to ensure that access to the information is restricted. Only authorised members of staff are to be supplied with log in details and where practicable access is to be restricted to files and data that is pertinent to the works to be carried out by that operative. (Refer to PCC Foster Agency's Confidentiality Policy)

Day to day Recording

The role of a Foster Carer includes a duty and responsibility to maintain accurate daily and weekly records of the children they care for.

Those records are to include the following:

- Details of behaviour, improvements, issues, concerns

- Issues outside of the foster care home
- Appointments (GP, Optician, Dentist, Physiologist etc.), immunization, treatment etc.
- Care team, School, Social Worker visits
- Details of accidents, injuries or illness
- Planned and unplanned contact with birth family
- Any involvement of the police
- Any significant information

This is not an exhaustive list but an indication of the nature of material to be recorded. The Foster Carer's Supervising Worker can advise on other appropriate information

The information is to be recorded in a clear and concise manner. The grammar, spelling and punctuation need only be of a standard to enable the records to be understood. The contents must be factual and reflect the events as they happened.

The records are to be returned to their Support Worker on a weekly basis either by email, directly onto PCCFCA's intranet or by physical copy. They will be reviewed by their Support Worker who will request clarification if necessary.

Foster Carer Records

All files in respect to Foster Carers will contain as the minimum:

- A Record of the initial screening process
- A carer's application form
- The original report on the carers
- A record of their attendance and performance on the preparation group
- Information obtained in relation to the assessment, approval or termination of approval of the carer
- The notice of approval
- Annual reviews of approval
- The record of each placement made with the carer
- The carer's individualized safe care policy
- The carer personal development plan
- Records of training
- Records of unannounced visits
- Records of complaints or allegations, details of investigations and outcomes

Register of Foster Carers

PCCFSA has a legal duty to maintain a Register of Foster Carers that includes the following:

- Name, address, date of birth and sex of each foster parent
- The date of approval and of each review of approval

- The current terms of approval.

Access to records

Please refer to the PCC Foster Care Agency Policy 'Access to Records'.

Storage and Retention of Records

Please refer to the PCC Foster Care Agency Policy 'Records – preservation, retention and destruction'.