

## Top Tips for Recording

This guidance is aimed at **ALL** partner agencies and **ALL** levels of practitioners, and should be considered when writing reports, assessments, and case file notes. The need for this guide was identified from the JT Safeguarding Adults Review in Calderdale ([JT SAR](#)).

F	<p><b>Factual</b></p> <ul style="list-style-type: none"> <li>❖ Recordings should be based on factual information.</li> <li>❖ It is essential that the information you are recording is accurate - including spelling of names, dates and times etc.</li> <li>❖ It is important to keep in mind that the service user can request a copy of all their records, and can request inaccurate information to be corrected.</li> <li>❖ It is important to distinguish between facts and professional opinion or analysis.</li> </ul>
A	<p><b>Assessment and Analysis</b></p> <ul style="list-style-type: none"> <li>❖ What do the facts and views recorded tell you and what meaning do they have for the people (service users/family members) involved?</li> <li>❖ What needs to change and why?</li> <li>❖ Analysis of the information should reflect an open mind and be based on the evidence available.</li> <li>❖ Record explicitly how you have arrived at a decision</li> </ul>
C	<p><b>Clarity</b></p> <ul style="list-style-type: none"> <li>❖ Use plain and clear language so that everybody will understand including the service user.</li> <li>❖ Try to exclude any jargon or abbreviations. If using abbreviations, write out in full first.</li> <li>❖ Don't try to sound too 'professional'. Will the word add anything extra to the sentence?</li> </ul> <p><b>Curiosity</b></p> <ul style="list-style-type: none"> <li>❖ Ensure that you have recorded how you executed Professional Curiosity</li> </ul>
T	<p><b>Timely</b></p> <ul style="list-style-type: none"> <li>❖ Record as soon as possible whilst it is still fresh in your memory as you may forget important details.</li> <li>❖ Keep your recordings up to date.</li> <li>❖ Remember - Less is more...get to the point...and don't repeat yourself.</li> </ul>
S	<p><b>Specific</b></p> <ul style="list-style-type: none"> <li>❖ Think about the purpose of the recording – make sure it is relevant and concise. In relation to safeguarding, it is important to record details of any disclosures using the words used by the person themselves.</li> <li>❖ Include analysis. Record any rationale underpinning decision-making.</li> <li>❖ Record the views, wishes and opinions of the service user, their family and carers.</li> <li>❖ Include any Equality and Diversity issues – e.g. need for an interpreter, mobility and access issues.</li> </ul>