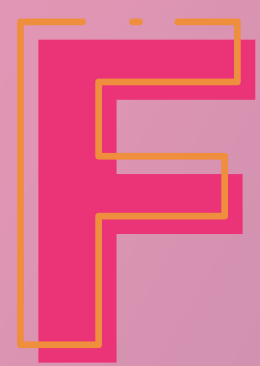


Effective record-keeping - Safeguarding practice

Remember the key principles using the FACTS Approach.



factual - Ensure all information is based on fact, and where any opinions are needed they are clearly identified as such.



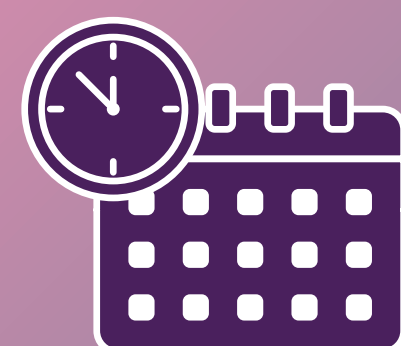
analysis - Why is this a concern? What is the reasoning for this?



child's voice - Making sure there is a clear summary of concern including the words of the wherever possible.



timely - Ensure records are made in a timely manner on the same day as identified.



share - Make sure all concerns are shared with the DSL using organisational procedures.



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<http://safeguarding.network>