

# ROBUST RECORD KEEPING

## Checklist

### FOR ALL THOSE WORKING WITH CHILDREN AND VULNERABLE ADULTS

- Details of whom is completing the record of concern – full name, date, time recording, department
- Record the legal name of the person of concern and Date Of Birth
- Note the date & time of the incident (in chronological order)
- Where did the incident take place?
- How and to whom was the concern raised (eg. by caregiver, professional, service user)
- Factual description of the concern (use bullet points)
- Quote exact words said by anyone involved
- Was anyone else involved/witnessed the concern?
- Complete a body map (if injury seen, disclosed or suspected) and describe injuries in detail)
- What actions have/will be taken and why?
- Avoid jargon/acronyms/judgements/assumptions
- Submit as soon as possible and inform the DSL/Manager you have done so

