



Sharikatul Hussain Saturday Workshop

Venue: Beaumont Leys School, Anstey Lane, Leicester, LE4 0FL

Corresponding Address: 41 Oliver Road, Leicester, LE4 7GQ

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RECORD KEEPING

Records should include the following details:

- Name of the child
- Parent's or carer's details
- The child's address
- Relevant telephone numbers
- What is said to have happened or what was seen
- When it occurred
- Who else was there
- What was said by those involved
- Whether there is any actual evidence e.g. bruises, bleeding, change in behaviour
- Who has been told about it
- Who was concerned
- Was the child able to say what happened
- Whether the parents have been advised
- Sign and date the record ensuring it is legible and written in black ink
- This must be stored in a locked filing cabinet
- When an incident /event is reported it is paramount that the exact words that the child has used are noted. It is imperative that this information is recorded immediately and that the exact wordings are noted.

All information about concerns regarding the welfare of a child needs to be kept confidential and should only be passed on to other staff members/ volunteers if it is essential for them to know.