

Good practice in safeguarding recording

**Safeguarding Records:
Joint Practice Guidance for the
Church of England and the
Methodist Church**

**Approved by Methodist Council
January 26th 2015**

WHY DO WE NEED RECORDS IN SAFEGUARDING ?

**In the church context,
safeguarding records are needed
in order to:**

- **Ensure that what happened and when it happened is recorded.**
- **Provide a history of events so that patterns can be identified.**
- **Record and justify the action/s of advisers and church workers.**

**In the church context,
safeguarding records are needed
in order to:**

- **Promote the exercise of accountability**
- **Provide a basis of evidence for future safeguarding activity**
- **Allow for continuity when there is a change of personnel**

THE PRINCIPLES OF A GOOD SAFEGUARDING RECORD

- **Proportional** – relevant and necessary for your specific purpose, avoiding repetition
- **Accountable** – compliant with legislation, case law, professional standards
- **Transparent** – as if for the person concerned

THE PRINCIPLES OF A GOOD SAFEGUARDING RECORD

- **Accessible** –to those who have a need to know this information
- **Accurate**
- **Secure** – Records should be stored securely

What should be written?

➤ Who

➤ What

➤ How

➤ Where

➤ When

What should be written?

- Why
- What should happen next
- Record what did happen next
- Include the views of the child/adult
- Analysis
- Date and author
- Summary

What should be written?

- Always distinguish between facts and professional judgments
- Always use language which is respectful