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From: Cumbria Safeguarding Adults Board <Cumbria@public.govdelivery.com>
 Subject: A Quick Guide to..... Recording for Practitioners

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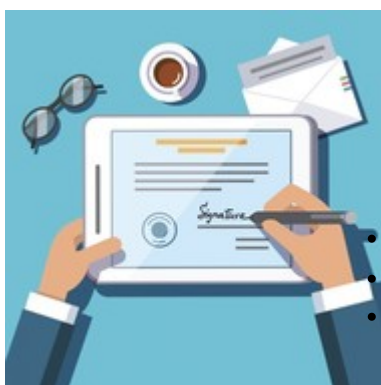
December 2022

A Quick Guide to.... Recording for Practitioners

This Quick Guide to....Recording aimed at practitioners is based on resources available from Social Care Institute of Excellence(SCIE). You can access the full range of SCIE resources [here](#)



Why is recording important?



Recording is an integral and important part of our roles. It is not simply an administrative burden to go through as quickly as possible, but is central to good practice . Recording is vital because:

- It supports good care and support
- It is a legal requirement and part of staff's professional duty
- It promotes continuity of care and communication with other agencies
- It is a tool to help identify themes and challenges in a person's life
- It is key to accountability – to people who use services, to managers, to inspections and audits
- It is evidence – for court, complaints and investigations

Good recording will enhance your practice and the support you can offer people if you can make it a central part of your work.

Top tips for good recording

It is vital to get recording right. We usually know what to do but this



...that to get everything right the second time around is often difficult, given the many pressures on your time and other challenges of your job.

This resource shows 11 top tips for good recording and uses the acronym **PARTNERSHIP** as a checklist, and to emphasise that the record should be co-produced between you and the person to whom it relates.



- Person-centred
- Accurate
- Real
- Timely
- No Jargon - Plain English
- Evidence-based
- Reading the previous record
- Succinct
- Holistic
- IT Compliant
- Professional

The negative impact of poor recording



SCIE have produced 3 short films which illustrate the negative impact poor recording can have. They demonstrate that recording is part of making sure people's wellbeing is promoted, not just an add-on to your work. Click on the links below to watch the short videos.

- [The perspective of the person who uses services.](#)
- [The perspective of the professional](#)
- [The perspective of the carer](#)

Get in touch!

For more information please contact us:

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Please go to:
www.cumbria.gov.uk/WinterRead
for tips and guidance, so that you prepare
for Winter.

This email was sent to Email Address by Cumbria County Council, Cumbria House, 117 Botchergate, Carlisle CA1 1RD ·

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A Quick Guide to.... Recording for Practitioners

This Quick Guide to....Recording aimed at practitioners is based on resources available from Social Care Institute of Excellence(SCIE). You can access the full range of SCIE resources *here [<https://www.scie.org.uk/social-work/recording>]*

logo of Social Care Institute of Excellence

Why is recording important?

picture of tablet recording with a signature

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Top tips for good recording

picture of a laptop

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•*P*erson-centred •*A*ccurate •*R*eal •*T*imely •*N*o Jargon - Plain English •*E*vidence-based

•*R*ead the previous record •*S*uccinct •*H*olistic •*I*T Compliant •*P*rofessional

The negative impact of poor recording

picture of laptop

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* *The perspective of the person who uses services. [<https://player.vimeo.com/video/348569221>]*

* *The perspective of the professional [<https://player.vimeo.com/video/348569174>] *

* *The perspective of the carer [<https://player.vimeo.com/video/348569060>]*

Get in touch!

For more information please contact us:

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