**Guidance**

**Recording a disclosure of abuse, an allegation or concerns**

Whenever a child or adult makes a disclosure, makes an allegation or there are concerns about the welfare and safety of a child or adult, the following practice should be applied to record keeping.

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| 1 | When a disclosure or allegation is made in person, whenever possible and practical, notes will be taken during the conversation. |
| 2 | Where it is not possible or appropriate to take notes at the time, a written record will be made as soon as possible afterwards and always before the end of the day, using form CM1 (forms library). |
| 3 | The person making the disclosure or allegation will be advised at the time that a written record will be made and the importance of making a record of information will be explained. |
| 4 | The person making the disclosure will be informed that they can have access to the record made in respect of their own information. |
| 5 | The context and background leading to the disclosure will be recorded. |
| 6 | As much information as possible will be recorded and fact, hearsay and opinion will be distinguished in the record. Assumptions and speculation will be avoided. |
| 7 | For all methods used to make a disclosure or allegation, the time, date, location, format of information e.g. letter, telephone call, direct contact and persons present will be recorded. |
| 8 | Records will be signed and dated by the person receiving the information. |
| 9 | A log of actions will be maintained using the Form: Safeguarding Children, Young People and Adults (See Forms Library) and times, dates and names of people contacted and spoken to as well as their contact details will be recorded. |
| 10 | The log will include full details of referrals to the Children's or Adult Social Care Services and the Police. |
| 11 | All original records, including rough notes, will be provided to the relevant Safeguarding Coordinator by noon the next working day. |
| 12 | All records will be kept in a confidential and secure place and shared only in order to safeguard a child or adult at risk, in line with the information sharing protocol and requirements of the prevailing Data Protection legislation. |