**Note taking guidelines for Associates.**

**To be read in conjunction with Our Commitment to Families document.**

**All notes need to:**

* accurately reflect the salient and significant moments that occur during sessions.
* be written with the parent and infant perspective in mind, in the knowledge that it is possible that a parent or child may request copies of notes that refer to them at some point in the future.
* ensure that assessed risks are noted after each session using the DorPIP Risk assessment traffic light system, Red, Amber and Green.
* be completed immediately after the session unless access to our digital client record management system is not available at that location, then notes will be updated no later than 24 hours after the session
* show what follow up action is taken and recorded outcomes (no later than 48 hours).
* comply with GDPR and DorPIP data protection policy.
* accurately and appropriately record monitoring and measuring our work to demonstrate effectiveness and progress.
* value each individual in the session as a unique person
* protect client confidentiality and privacy
* record how it was agreed with families that we will work together including digital and paper note keeping.
* show we are working in partnership with families and at times other stakeholders as appropriate.
* demonstrate we are listening to and reflecting on how families experience our working together.
* be honest about the work
* communicate our working methods accurately
* show how we fulfil our legal obligations.

I have read and understood the above note taking guidelines.

Signed………………………………………………………………………… Date ………………………………………………………………