

## **Understanding and Improving Recording and Report Writing**

Recording and report writing lie at the heart of good communication in safeguarding work with children and families.

This course provides an opportunity to explore the expectations of recording and report writing. It will include ample opportunity to understand what to record and the reasons why. It will examine the essence of a good report and the skills required in producing one.

### **WHO IS THIS FOR?**

Any person working with children and families.

### **Learning Outcomes**

On completion of this course, participants will be able to:

- Have a greater awareness of the background to recording and current expectations.
- Have an enhanced understanding of what to record and how to record.
- Understand what influences recording and report writing and how to apply this knowledge to their own practice.

### **Training Techniques**

Group exercises /case studies,/large group discussion Q&A/ Quiz/DVD clips.

**Programme** (may be subject to minor amendment)

- Session 1** The current mandate and expectations of recording  
Access to information/confidentiality and general principles.  
Exercise – Where workers need to improve and what they do well.
- Session 2** Influences behind recording.  
What matters in a report and how to be succinct.  
The point of recordings and power of analysis
- Session 3** What makes a good report  
DVD exercise.  
Small group exercise on Reports.
- Session 4** Recordings  
PP presentation from a SCR to show the impact of recording  
Discussion from the SCR presentation