



Policy Title	Log Book Recording at the Home	Date Implemented or Date of Last Review	04/20
Policy Reference		Date of Next Review	04/21

1. Log Book

1.1 Introduction:

The log book is a central means of communications between staff on various shifts. It is used to record daily events and happenings within the placement. The details should include as much information as possible, remembering to keep entries concise and to the point. Information included should cover the following areas:

- i. A list of staff, young people, and activities planned for the day at the top of each daily log. It should be clear which staff are allocated to support which young people for the day / shift.
- ii. a general chronology and timeframe of the day, in time and date order, held in a permanent ledger (hardback bound notebook)
- iii. activities that the young people took part in
- iv. their time of departure and arrival at the house
- v. visits to the placement, and their purpose
- vi. young person general behaviours
- vii. any incidents, significant events or statements made. NB: incidents: these should be referred to in the Log with a summary description only. A cross reference should be made in the Log Book to the corresponding Key Event form, which will include a more comprehensive description
- viii. comments on the general home atmosphere

1.2 Standards for Log Book record-keeping:

- i. use black ink
- ii. do not use slang or jargon
- iii. the present tense should be used: 'YP knocks on the office door and requests to be taken on his activity' – the Log Book is a 'running commentary' of the placement
- iv. All entries should be TIMED in the LEFT MARGIN at the beginning of the entry, and SIGNED in the RIGHT MARGIN at the end. Any space on the last line of the entry should be ruled across to prevent later additions.



- v. Entries can be made at a later time (i.e. if an important detail had been omitted at the time) these can be added, clearly labeled 'LE' or 'LATE ENTRY' in the LEFT MARGIN with the correct TIME.
- vi. do not use subjective statements – give facts and observations only
- vii. do not 'scribble out' errors or use tipex – cross out the error with a single line and initial and date, then make the correction so that the original record can be read
- ix. date and time each entry
- x. young people should be referred to with their initials only, staff can be referred to by name
- xi. sign each entry, print your name and designation
- xii. the log book is a permanent record and can be used as a legal document in court
- xiii. you should consider that the document you are using may be scrutinised at some stage in the future

1.3 Confidentiality

The log book should not be given to the young person and only information relevant to the individual should be divulged. It is the responsibility of the staff to pass on relevant information meant for the young person. It should be kept safely in the staff office so that the information within is not accessible to the young people, visitors etc.

Signed by Cove Care

Lee Smith

Director

1st October 2014