

Case Files Guidance Policy

Version number:	Version 1	Document owner:	HND Children's Care Ltd.
Version Date: Review date:	January 2026 January 2027	Document ID number:	3.4 Case Files Guidance Policy
Version expiry:	January 2027	Document classification:	Final
Version status:	Live document		

Regulations and Standards:

The Children's Homes (England) Regulations 2015

- Regulation 36 - Children's case records

Regulations 35-39 detail the records that must be kept in children's homes. All children's case records (regulation 36) must be kept up to date and stored securely whilst they remain in the home. Case records should be kept up-to-date and signed and dated by the author of each entry. Children's case records must be kept for a minimum of 15 years from the point of admission into our service.

This HND Children's Care Ltd policy gives guidance on completing accurate and concise case records which are an essential part of residential childcare.

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1. Introduction:

Each child is required to have a permanent private and secure record of their history and progress which can, in compliance with legal requirements, be seen by the child and by the child's parents as appropriate and if applicable upon request.

This case record in the home is of primary importance to the child because it will contain information about his or her life when residing with the company. It becomes the child's 'memory' in lieu of parents', guardians' / significant others' recollections. Details which at the time may appear trivial may well become very significant as the child grows up reflects / reviews on their life experiences.



Whilst it is important that written records are maintained, it is useful to recognise the importance of other types of records. For example, photographs can be an important part of building positive self-images as well as recording events, activities, and achievements. School reports, certificates, pictures, birthday cards etc. are also important elements that should be kept as part of a child's case records.

Good records are required for the following reasons:

- To ensure continuity and consistency in care especially in the absence of the Keyworker or on the transfer of responsibility from one worker to another.
- To support effective social and care work practice with concise recording of assessments, plans, contracts, agreed areas of intervention, targets, aims, objectives, outcomes, and evaluation.
- To ensure accountability and protection.
- As a record of life history.
- To ensure compliance with policy, legislation, and appropriate use of resources.
- To justify actions in case of subsequent inquiry.

2. Information required to be kept in children's files:

Information to be Included in the case records of children accommodated in children's homes:

- The child's name and any name by which the child has previously been known, other than a name used by the child prior to adoption.
- The child's date of birth and sex.
- The child's religious persuasion, if any.
- A description of the child's racial origin, cultural and linguistic background
- The child's address immediately prior to entering the home.
- A picture of the child at the front of each file.
- The name, address, and telephone number of the child's placing authority.
- The statutory provision (if any) under which he / she is provided with accommodation.
- The name, address, telephone number and the religious persuasion, if any, of the child's parents.
- The name, address, and telephone number of any social worker for the time being assigned to the child by the placing authority.
- The date and circumstances of all absences of the child from the home, including whether the absence was authorised and any information relating to the child's whereabouts during the period of absence.
- The date of, and reason for, any visit to the child whilst in the home.
- A copy of any statement of special educational needs maintained in relation to the child under section 324 of the Education Act 1996(a), The Special Educational Needs (Information) Act (2008) with details of any such needs.
- The date and circumstances of any measures of control, restraint or discipline used on the child.
- Any special dietary or health needs of the child.
- The name, address and telephone number of any school or college attended by the

child, and of any employer of the child.

- Every school report received in respect of the child while accommodated in the home.
- Arrangements for, including any restrictions on, contact between the child, his / her parents, and any other person.
- A copy of any plan for the care of the child prepared by his placing authority, and of the placement plan.
- The date and result of any review of the placing authority's plan for the care of the child, or of his / her placement plan.
- The name and address of the general practitioner with whom the child is registered, and of the child's registered dental practitioner.
- Details of any accident or serious illness involving the child while accommodated in the home.
- Details of any immunisation, allergy, or medical examination of the child and of any medical or dental need or treatment of the child / young person.
- Details of any health examination or developmental test conducted with respect to the child at or in connection with his school.
- Details of any medicines kept for the child in the home, including any medicines which the child is permitted to administer to himself / herself, and details of the administration of any medicine to the child / young person.
- The dates on which any money or valuables are deposited by or on behalf of a child for safekeeping, and the dates on which any money is withdrawn, and any valuables are returned.
- The address, and type of establishment or accommodation, to which the child goes when he / she ceases to be accommodated in the home.

The above list is not exhaustive, nor is it all encompassing. There may be other records in which the company expect to be retained, these should be retained at the direction of the company and / or the management of the home.

3. Retention of Records and the involvement of children:

It should be remembered that records are more than essential professional tools. The Children Act 1989 requires that case records be kept for a significant period after the child has left the establishment. Children should be actively encouraged to read their files, other than confidential or third-party information and to correct errors and add personal statements.

HND Children's Care Ltd staff should support and encourage children to reflect on and understand their history, according to their age and understanding, and to keep appropriate memorabilia of their time in the placement. Staff should record and help children to make a record of (subject to age and understanding), significant life events.

The Children's Homes Regulations (2015) states that children's 'case records' (Schedule 3 – Regulation 36 – The Children's Homes Regulations 2015) this should be for a minimum of seventy-five years after the child's birth or in the event of their death, fifteen years after they have died. Other records as specified in Schedule 4 (Regulation 37 – The Children's Homes



Regulations 2015) are required to be stored for a minimum of 15 years.

These requirements are intended not only for the purposes of monitoring and accountability but also to permit those who live in our homes to have access to information about that period of their life for many years after they leave.

End.