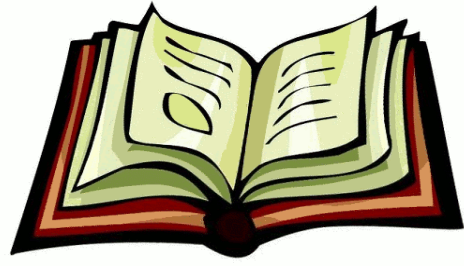


LOG BOOKS



HOW TO DOCUMENT

USE BOUND BOOKS

Bound reporting books maintain the time integrity of documentations (ie. You cannot be suspected of inserting a page of notations “after the fact”)

NOTATIONS

Notations made in ink are more credible than those in pencil, because they are not suspect to possible alterations.

DAILY RECORDINGS

Daily recordings are more accurate because they rely less on memory, and tend to be more detailed than periodic notations.

CONFIDENTIALITY

Confidentiality is absolutely the responsibility of the Foster Parent. The integrity of documentation that is not secured may be suspect.

FREQUENTLY – SIGNED DOCUMENTATION

Sign your entries regularly, and encourage Social Workers to read and sign the documentation on every visit – this demonstrates open communication between you and the Ministry.

POSITIVE AND NEGATIVE

All behaviours and events need to be documented; balance your notations with both positive and negative – it will help you keep your perspective.

ONE BOOK PER CHILD

This will provide flexibility and confidentiality.

SHARE BUT RETAIN POSSESSION

You must be able to access your documentation if there is ever an allegation.

SAFEGUARDING THROUGH DOCUMENTATION

WHAT TO INCLUDE IN DAILY LOGS:

- Visits (alternate caregivers, relatives, strangers)
- Interactions with natural family, even problematic ones
- Departures from regular routines (ie. adult home sick for day)
- Changes (suspected or confirmed) in child's health
- Changes (suspected or confirmed) in child's behavior
- Time and amount of medications given (prescription and non-prescription)
- Medical, dental, other appointments scheduled/attended
- Modification or damage to child's physical environment which could affect safety, behavior or quality of life
- Actions taken to rectify safety hazards and emergencies
- Bruises, scratches, wounds, sores, bumps, infections, headaches, etc. and the cause: accidental, self-injury, or other circumstance (all significant injury of a suspicious nature to be reported)
- Agencies or professionals contacted for advice on treating or handling any condition of the child (record advice verbatim and verify accurate understanding of instructions)
- Information or complaints with potential impact on foster family
- All phone calls to Ministry in relation to the child (record what was said as accurately as possible)

“WHEN IN DOUBT, PUT IT IN”