

## **Making and maintaining effective records and reports (Fact sheet handout)**

The notes you take about student protection concerns are important records. See the following for a suggested framework for making an effective record.

An effective record should include:

1. Date, time and place that the incident, conversation, disclosure occurred

2. Exactly what happened, what you said, what the student said, how the student presented, what any other person said, including the language used by the student and others, to the best of your memory

3. Names of people who were present or involved

4. Any actions taken

5. Your name, signature and date of signature

### **What not to include in your student protection record**

It is important to remember that when making student protection records or reports DO NOT:

- express opinions about what was observed or heard
- interpret what was observed or heard
- use emotive terms
- record personal judgements.