

Daily log and key work record

Write it as though the young person will read it one day. They may.

Record what happened, not what you concluded. 'Raised his voice, pushed a chair over, went to his room' can be read later against other records; 'was aggressive' is a label that will follow this child for years. Keep what they said in their own words.

YOUNG PERSON	DATE	SHIFT
STAFF ON DUTY	WRITTEN BY	TIME WRITTEN

WHAT HAPPENED

Factually, in time order.

WHAT THEY SAID

In their own words, in quotation marks. Not paraphrased.

HOW THEY SEEMED

Described, not labelled. 'Quiet, stayed in his room, came down for food' rather than 'low mood'.

TODAY

	YES	NO	N/A
Attended education	☐	☐	☐
Ate meals	☐	☐	☐
Took medication as prescribed	☐	☐	☐
Health appointment attended	☐	☐	☐
Contact with family took place as planned	☐	☐	☐
Went out — recorded where and with whom	☐	☐	☐
Was in by the time agreed	☐	☐	☐

	YES	NO	N/A
Incident occurred — separate record raised	☐	☐	☐
Safeguarding concern — raised immediately and recorded separately	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

FOLLOW UP

What needs doing — who is doing it — by when

What needs doing — who is doing it — by when

Anything passed to the next shift

Anything the manager needs to know now

KEY WORK SESSION

What was worked on, what the young person thought of it, and what was agreed. Leave blank if there was no session.

SIGN-OFF

Special category data about a child. Hold securely.

WRITTEN BY

TIME

READ BY

DATE