# Characteristics consistent with Good Recording Practice

**Ethical**

Non-judgemental in tone; uses respectful language; considers the person’s rights, consent and confidentiality as well as that of other people or professionals involved or referred to within it; doesn’t label, stereotype or put people into boxes.

**Lawful**

Adheres to the requirements of the Care Act 2014; takes account of other relevant legislation such as that around mental capacity, mental health, equalities and human rights; follows relevant national and local guidance, policy and/or procedures.

**Person-centred**

Accurately reflects the persons circumstances, tells their story; shows the person was fully involved as they wanted to be/as possible; considers capacity; clearly states the person’s views, wishes, feelings, beliefs and their desired outcomes.

**Strengths-based**

Looks at the person’s individual strengths, resilience, capacity and networks, as well as needs and risks; takes account of strengths and assets which may be available via the person’s immediate network, family, friends, neighbours and those available in the wider community.

**Appropriate**

Information is gathered and recorded in a way which is suited to the person’s circumstances in terms of their needs and preferences; involves the person as much as they want to be involved and allows them to lead the process as much as possible.

**Holistic**

Looks at the person’s life as a whole, all areas of their wellbeing, and any interdependence between different areas of this; considers whether, and to what extent, the person’s needs impact on their wider support network – for example, family and friends.

**Joined-up**

Involves other relevant people, for example, professionals where appropriate; takes account of, and references, other relevant assessments, reports and information which may be available.

**Proportionate**

Reflects the person’s view of what’s important and what is needed; the number of needs and people involved; the complexity of the situation; the likelihood of change; the likelihood and consequence of risk; the likelihood of dispute and how unusual the situation is.

**Accountable**

Is clear about what is fact, opinion, hearsay and where these originate from; explains rationale behind opinions, decisions and action/inaction; states what was done, by whom and why; is signed and dated.

**Analytical**

Weighs up information; is informed by evidence; explains meaning; identifies gaps; includes professional judgements, reasoned decisions and recommendations; avoids irrelevant speculation, subjective comments or personal opinions – for example, comments about the person’s life choices or character.

**Useful**

Includes clear outcomes for the person; reaches a conclusion about needs and eligibility, ensures links between need, impact, outcome and eligibility rationales are clear; includes actions and is clear about what will happen next – the ‘what’, ‘who’, ‘when’ and ‘why’; contains only relevant information.

**Well-written**

Is written in clear, correct English; logical and concise; uses empowering language; avoids repetition or duplication; uses plain English; reflects the principles of professional writing.