POLICIES & PROCEDURES - DOCUMENT
C22 RECORD KEEPING

Why Do We Need This Document?
The registered manager’s and Shared Lives Carer’s record keeping policies and procedures safeguard Service users’ rights and best interests.

National Minimum Standard 23
Records are maintained as required by Regulation 20.

Welsh Assembly Government Guidance 15.7
Service user’s individual records are accurate, secured and confidential.

Who Does This Document Cover?
✓ Shared Lives Carers
✓ Shared Lives Officers
✓ West Wales Shared Lives

What Does This Document Cover?
1 The responsibility of the Shared Lives service to ensure that Shared Lives carers are trained/advised and supported in constructing and maintaining individual service user records in line with statutory requirements and the Data Protection Act 1998.

2 The responsibility of the carer in safeguarding the best interests of the Service User by facilitating, where possible, the Service Users’ access to and involvement in maintaining his/her own personal records.

This document should also be read in conjunction with the following:

C7 Confidentiality
C8 Relationships
C10 Medication – Self Administered
C11 Medication – Administered
<table>
<thead>
<tr>
<th>C15</th>
<th>Whistleblowing</th>
</tr>
</thead>
<tbody>
<tr>
<td>C20</td>
<td>Physical Intervention</td>
</tr>
<tr>
<td>C21</td>
<td>Management Of Service User Money &amp; Financial Affairs</td>
</tr>
</tbody>
</table>

### Relevant Legislation and Statutory Guidance

- Care Standards Act 2000
- WAG Policy & Practice Guidance 2002
- Adult Placement Regulations 2004
- National Minimum Standards 2004

<table>
<thead>
<tr>
<th>Date Document Last Reviewed</th>
<th>03-2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Document Last Updated</td>
<td></td>
</tr>
<tr>
<td>Proposed Date Of Next Review</td>
<td>2018</td>
</tr>
</tbody>
</table>