

Guidance for defensible information recording

The following provides some advice on the key pieces of information to record:

- Personal information
 - Names – who you are concerned about and other relevant parties (perpetrator, children).
 - Dates of birth
 - Addresses
 - Contact details – are these kept safely and how and when can the victim be contacted?
- Summary of what has happened
 - Distinguish between fact, allegation and victim opinion
 - Describe what you have seen – injuries, disruption in the home, damage to property
 - Dates and times
- Actions taken
 - Who else have you spoken to? What was said? What was agreed?
 - What actions are you going to take or have you already taken?
 - What does the victim want?
 - Who are you referring to?
- Have you got consent from the person to refer on – if not, what is your legal basis to share information? Is the person aware of what you are asking?
- What is your professional judgement?
 - you may record views marked 'In my opinion'
 - Have you sought a second opinion/advice from line manager/specialist agency
- Anything else that you consider to be important
- Outcome of **DASH risk assessment** and action taken