

**Time 4 Children. Registered Charity no. 1111837**

**Policy and Procedure on Keeping Observational Records of Children's Sessions.**

All those supporting children for Time 4 Children will submit weekly Sessional Notes. Session Notes should be considered legal documents and as such may be used in certain circumstances.

Session Notes must be factual and submitted to Kate Sapara or Lisa Westbury as soon as is possible within the week of the session but before the following week's session. Session Notes should be seen as an important and valuable aid for the ongoing monitoring and assessment of a child's needs and progress and can highlight any patterns of concern.

If Session Notes of two consecutive sessions per child have not been submitted (unless there are extenuating circumstances) the volunteer practitioner shall be stopped from supporting the child/children until the Session Notes have been received. If this is repeated a further time, the practitioner shall be withdrawn from supporting children altogether.

Once the volunteer practitioner has submitted session notes to Kate Sapara or Lisa Westbury, volunteer practitioners will delete from their own system device. Volunteer practitioners are **not** allowed to retain copies of session notes.