

# Foster Parent Logs and Record Keeping

## What records do I as a foster parent need to keep?

Foster Parents should keep:

- ✓
- ✓ Health Passport
- ✓ Life book
- ✓ Clothing inventory
- ✓ Record of medications given
- ✓ Mileage
- ✓ A **daily log book** that includes
  - Information about the child
    - Relationships, School, sports
  - Record of family contact
  - Record of meetings , and events that happen with health professionals, school staff, child/youth workers, the law, etc

## **Producing a Log is an expectation that can be found in:**

*Family Care Home Agreement:*

*Schedule D Obligations of the Caregiver*

*Administration*

*Establish and maintain records.... with respect to any child placed with the caregiver*

*Standards for Foster Homes:*

*Standard F.2 Child's Individual Service Record ( Logs) " children have accurate individual, secure and confidential records of their relevant history and progress in the home."*

## **Do foster parents need to keep a written logbook for each child they care for?**

Yes. All foster parents are expected to keep an accurate and protected log book record for each child. This record (log book) belongs to the Director and is an important part of the child's history. When I child or youth leaves your home all information that you have about the child ( logs and reports ) must be turned over to the director.

## **What should a foster parent write in the log book about the children and/or youth they care for ?**

- Be sure to record all significant events, out of the ordinary behaviours or events, and changes to the household.
- Keep a separate log book for each child.

### **Good Practise:**

- Keep it short, simple and factual. Record incidents while they are fresh in your memory.
- Write in INK and cross out correction with one line and initial. Initial each page.

- Some children may be capable of assisting you with your recording. Kids should know what you are writing and why. They should know the log is confidential and that you are committed to being fair.
- For long term placements, you may wish to make a notation at the beginning of the book that “If nothing is recorded on a certain day, it means that nothing of significance happened that day.”
- When the child’s social worker and your resource worker visit have them look at the log and initial it.
  - Discuss with them what you are recording and enquire if they want you to do anything different
- Remember the good stuff and include it in the log!

**What should a log book look like ?**

Log books must be a bound book not coiled.  
 The log information must be hand written in the book and not done on a computer.  
 When mistakes are made in the book simply draw a line thru them and then write what you intended to write.  
 Rules of evidence for court purposes guide this expectation

**How should log book be stored?**

Logbooks and any other personal records that you have about the child you care for are confidential and must be stored in a locked location

**Are there specific formats I should use for record – keeping?**

Sometimes the child’s social worker will ask you to use a specific format, but usually the format you use is your choice.

A sample is below is to include the following:

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Child’s Name: \_\_\_\_\_  
 Date \_\_\_\_\_ Completed by \_\_\_\_\_

**Appointments** \_\_\_\_\_  
 \_\_\_\_\_

**Contact with Family / Social Worker**  
 \_\_\_\_\_  
 \_\_\_\_\_

**School and other Professional contacts**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Health (Concerns, medications, appointments)**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Day’s Highlights and Significant Events**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Initial** \_\_\_\_\_

