



Policy Document	Recording systems policy
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Evolve PMVA Recording System Policy

A recording system policy for Evolve PMVA outlines the guidelines and procedures for documenting incidents, assessments, and related information.

Evolve PMVA is committed to maintaining accurate and confidential records related to the prevention and management of violence and aggression (PMVA). This policy establishes guidelines for the recording and documentation of incidents, assessments, and any actions taken during training.

1. Recording of Incidents

1.1. Immediate Reporting: Any staff member involved in or witnessing an incident must promptly report it using the designated incident reporting protocol.

1.2. Incident Details: Details of the incident, including the nature, time, location, and individuals involved, must be documented accurately.

1.3. Environmental Factors: Document any environmental factors that may have contributed to the incident.

2. Documentation Standards:

2.1. Accuracy and Objectivity: Records must be accurate, objective, and free from subjective interpretations.

2.2. Timeliness: Incident documentation must be completed in a timely manner, preferably immediately after the incident.

2.3. Legibility: All entries must be legible, and corrections, if necessary, should be made following the organisation's correction policy.

3. Privacy and Confidentiality:

3.1. Access Control: Access to Evolve PMVA records will be restricted to authorised personnel involved in the training or those required to review incidents for investigative or support purposes.

3.2. Confidentiality Measures: Confidentiality of Evolve PMVA records will be maintained in accordance with policies and relevant laws and regulations.

4. Incident Assessment:

4.1. Assessment Documentation: Record the results of any assessments conducted after an incident, including any identified risk factors and recommended interventions.

4.2. Follow-up Plans: Document any follow-up plans or recommendations for additional support and training.

5. Review and Quality Assurance:

5.1. Regular Audits: Conduct regular audits of PMVA records to ensure compliance with documentation standards and consistency in reporting.

5.2. Continuous Improvement: Use audit findings to identify opportunities for continuous improvement in PMVA training and incident response.

6. Training Records:

6.1. Participant Records: Maintain records of PMVA training attendance, including dates and topics covered.

6.2. Instructor Records: Keep records of PMVA instructors' qualifications, certifications, and training sessions conducted.

7. Electronic Recording Systems:

7.1. Security Measures: If electronic recording systems are used, implement security measures to protect the integrity and confidentiality of the data.

7.2. Back-Up Procedures: Establish regular back-up procedures to prevent data loss.

8. Policy Review:

8.1. Regular Review: This policy will be reviewed yearly to ensure alignment with best practices and any changes in legislation or regulations.