

**27<sup>th</sup> August 2009**

We all want to improve the way we work together to get things right for children and young people in Leeds and help to keep our vulnerable children and young people safe from harm. To do this we all need to get the basics right, every day.

The basics are:

- Improving the way that we record information, asking yourself – will this make sense to someone else?
- Knowing when, where and how to share information with others, for the benefit and protection of a child or young person
- Communicating the best way we can work with each other to ensure that everyone is aware of the risks or dangers faced by a child or young person
- Knowing our responsibilities in looking after the well-being of all children and young people in the city.
- Understanding our role in protecting vulnerable children and young people, and if we're not sure, knowing where to find out more information and how to ask for help

As a way of checking our actions we can ask ourselves "*is this good enough for a child in my family?*"

If the answer is, *it's not*, then it is up to us to lead by example, set higher standards for basic systems and processes as ways to help us all work better together.