**Documentary standards for Practice Education Portfolios, including anonymisation and confidentiality**

This guidance has been initiated because of confidentiality breaches in portfolios submitted to the Practice Education Assessment Panel.

**Documentary standards**

It is the Practice Educator’s (PE) responsibility to check that the documentary standards are met for each document submitted in the portfolio.

Particular attention should be paid to the following standards:

* + that all the evidence required is present
  + that any guidance for a document has been followed
  + the anonymisation of all evidence to the standard set out below
  + that there is no disclosure of personal identification data
  + in each document there is no section that is left blank (mark as ‘N/A’ where there is no information to enter)
  + all documents are signed and dated at the time of their ‘creation’
    - the documentary evidence and each signature in the portfolio upholds the social work value of professional integrity (BASW, Social Work Code of Ethics, Professional Integrity (2.3))
  + that good standards of English grammar are demonstrated
  + all abbreviations are explained
  + all references are recorded using the Harvard Referencing System

**Anonymisation**

Each piece of evidence used in your portfolio to demonstrate achievement of the

assessment outcomes needs to be fully anonymised. When checking the portfolio the PE must address the following:

* The evidence should not be identifiable to anyone nor connected with the case, using the standard that if it was open on a desk, anyone picking it up and reading it would not be able to identify the people involved. The only name(s) should be:
  + yourself
  + for anyone else, if you are in doubt about what to enter, delete/ redact the name and state only the person’s role
  + cross out/delete/change all of the following:
    - All Student names, professional’s names, their location addresses telephone numbers, email addresses
    - All locations, including town names, and geographical areas; this does not apply to ‘Cumberland Council’ or ‘Westmorland and Furness Council’
    - Names of the PE’s, any Universitiy, company or charity names, including care provider organisations (private, independent and voluntary),
    - All dates of birth
    - addresses for everyone, save the PE
    - all telephone/ mobile numbers/ email details,