**A Reflective Practice Tool for Social Work**

Reflective Planning

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| What is the piece of work? |
| What are my objectives, professional and personal? |
| How will I achieve these objectives? |
| What feelings do I have about this piece of work? |
| What will help? |
| What might get in the way? Can I plan for this? |
| What knowledge will I need? (law, theory, approaches, resources, process, cultural competence)  What other knowledge might be useful? |
| What is the context for the person or family, I will be working with? |
| What preparation do I need to do? |
| What are my hypotheses and concerns? How do I prevent confirmatory bias? |
| Use of self. How will I be perceived by this service user? How do my values, personality and appearance impact on the intervention? How can I reassure them of my competence? How will I build trust? How do I address the power imbalance? |
| What can I do to make my practice less oppressive and culturally competent? |
| What is my plan? |

Reflective Practice

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| How do I carry out my plan? What am I doing and why? |
| What do I observe and hear? How do I think about this? |
| What decisions do I make, how and why? (e.g., how might I adjust my plan or approach, what action do I need to take next?) |
| How do I relate what I am observing or hearing to my professional knowledge base and values? |

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| What am I feeling about this situation, person, other people present? |
| How do my values impact on my thoughts and actions? |
| Do I need to change what I am doing? |
| How do I check out different hypotheses? |
| How do I check that my practice is anti-oppressive and culturally competent? |
| How do I summarise and take this forward? |
| How will I end well? (e.g. how do I end a meeting or intervention) |

Reflection on Practice

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| What were the objectives of the piece of work? Did these Change? |
| Were the objectives achieved? How? |
| What worked well and why? |
| What did not work well and why? |
| What feelings am I left with? |
| How did the intervention link to research and theory? |
| How did the intervention link to KSS, PCF and social work values? |
| How did I use self? |
| How did I ensure I was culturally competent and anti-oppressive in this intervention? |
| Were there any conflicts or ethical dilemmas? |
| What have you learned from this intervention? |
| From this intervention, what do you need to learn? |
| ACTION POINTS: |