**Appendix 3 – Observation template**

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| **Child Name** | **Name of Social Worker** | **Team** | **Category of Case (Early Help, CIN, CP, LAC, Care leaver)** | **CF ID** | **Name of Auditor** | **Type of Observation**  **(HV, supervision, CP conference)** |
|  |  |  |  |  |  |  |

**Home visits, professionals meetings (including CP conferences and LAC reviews), supervision and any other activity that relates to the theme of the Learning from Practice day**

The prompts below provide a framework but may not apply to all observations. The observations will focus on the specific theme of the Learning from Practice day. Observers of visits should provide immediate feedback to the practitioner about strengths and areas for development and produce a very brief summary of these.

Similarly, at the end of an observation of a meeting or supervision, immediate feedback and helpful pointers should be provided.  
  
**Home visits**

* Evidence that there is a clear purpose to the visit and that the child / family understand what that purpose is
* Evidence of awareness of issues of culture/diversity and action taken to address barriers to communication?
* Does the child / family understand where this visit fits within the overall plan of work / intervention?
* Evidence of good communication – clear, questioning, explorative, open and honest, straightforward discussion
* Does the practitioner remain child focused in the discussion?
* Does the practitioner identify strengths as well as risks/difficulties?
* Evidence of ability to establish/develop effective relationship?
* Visit isn’t felt to be too short, too long, or with no obvious outcome
* Does the practitioner discuss next steps, what will be happening, future plans?
* Following the visit does the social worker show ability to analyse/reflect on what happened and how it fits with the plan or affects future work?
* Use of practice model/evidence informed?

**Professionals meetings including child protection conferences, core groups, permanency planning meetings, looked after children reviews and other planning meetings**

* The meeting is well led – clarity of purpose, the chair facilitates involvement of all participants and is able to communicate well and summarise
* If child or parent is present, are they treated respectfully, helped to understand what is going on, made to feel comfortable and able to contribute?
* Is the meeting too long, too short?
* Is there evidence of a good discussion, where there is challenge if needed and progress in defining how a child or family have been helped and will be helped in the future?
* If there is conflict or disagreement, how is it resolved?
* Are next steps clearly outlined and agreed
* Use of practice model/evidence informed?

**Supervision and Support**

* Does the supervisor provide clear case direction?
* Does the supervisor challenge, reflect on hypotheses or plans of intervention with the child / family?
* Is the discussion purposeful
* Does the supervisee provide good information about the child / family
* Is there a sense that there is a shared understanding about the family and the direction of work