**Example for writing up a statutory CIN/ CP visit**

**(See also** [**Anchor Principles**](https://proceduresonline.com/trixcms1/media/9876/the-anchor-principles-of-assessment.pdf) **for assessment and supervision and analysis of work.)**

**Date/time of the visit:**

**Was the child seen alone and/ or with siblings?**

**Purpose of the visit:** *This needs to be clear; it is not enough to be “stat visit” every visit to every child should have a purpose, even if this visit is to discuss an incident, progress, feedback, direct work. Consider what is in your CP/CIN plan and use this time to complete your direct work with the child/ren.*

**Who was there and their relationship to the child/young person:**

**What is working well?**

**What am/was I worried about?**

**Voice of the child/young person (use child’s own words):** *This needs to be clear; it is not enough to be “stat visit” every visit to every child should have a purpose, even if this visit is to discuss an incident, progress, feedback, direct work. Consider what is in your CP/CIN plan and use this time to complete your direct work with the child/ren and articulate what is life like for the child and living in the household (Lived Experience)*

**Views of parent/network member/professional:** *Triangulate views of professionals, if parent is self-reporting, how will I follow up with teacher, health visitor etc?*

**Description, observation and analysis of any direct work undertaken:** *What do you see, what interaction with the child, have you been curious, ask the ‘so what’ and ‘why’ question, what is lifelike at home for this child?*

**Progress against the CIN/ CP plan including analysis:**

*What steps are the family taking to ensure things improve for the child? Is their progress, is the safety plan being followed, what impact does this have on the child, what are the risks, what happened? What will happen if things don’t change? Use theory and research to strengthen your analysis.*

**Reflection on visit: (have the risks increased or reduced?)** *If this is how it felt for you, what must it be like for the child in this family? Looking back on what you did, pondering about it and learning lessons from what did or did not work (Conway, 1994). What would you do differently next time? The principle is that good practitioners do not simply do things; rather, they continually learn, develop and grow their abilities (Jarvis, 1992).*

**Next steps including date of next visit:** *What to bring to next visit, speak to parents or teachers about?*

|  |  |
| --- | --- |
| **Review / Contacts / References** |  |
| Document title: | Example of Visit recording |
| Date approved: | 23 November 2020 |
| Approving body: | Policy and Practice |
| Document owner: | Assistant Director Safeguarding and Practice |