Case Note Proforma

**Reason for Contact**

Family Time Session for Mother: *Jayne Smith with Children; Jack and John Smith*

Level of Supervision: *Fully Supervised*

Venue: *The Beach House*

Time: *10:00am-12:00pm*

Family Time Officer: *Betty Crocker*

Other people attending: *Grandfather; Brad Pitt*

**Detailed Notes**

To include a narrative/chronology of the events/conversations which occurred during Family Time.

Voice of the Child

* Ask the child if they have enjoyed their session / what would they like to do next time
* If child is not age appropriate record this but comment on their body posture / responses as to whether it appeared that they enjoyed the session.

Other information / questions asked / significant conversations.

* Record any discussions of feedback given to parents
* Record any discussions around the planning of the next sessions i.e. activities / food

**Analysis**

**Basic Care**

* Were care needs met appropriately i.e. nappy changing / bottle feeding / toileting support
* Was food provided of a good standard / was there awareness of this from the parent
* Did the parent pick up of child’s cues?
* Did parent show awareness of what the child’s need were?

**Safety**

* Did parent show awareness of knowledge of what keeps children safe
* Did parent supervise the child to ensure there were no risks posed
* Baby – was baby held and supported well
* Were hygiene routines followed.

**Love and Warmth**

* Were kisses and cuddles exchanged
* How did the children / parents appear to react for arrival and departure?
* Did parents speak to the children warmly
* Were the children welcoming of affection

**Stimulation and Interactions**

* Did parent provide any resources
* Did parent engage in any play / get on the floor to play with children
* Was the play child or adult lead
* Did parent talk to the children
* Was language used age appropriate
* Was any advice needed from worker about interactions
* Were resources and play age appropriate – did parent have awareness of this.

**Guidance and Boundaries**

* Did parent offer praise for good behaviour during session
* Did parents address any negative behaviours / was this done appropriately
* Did the child seem to have an understanding of boundaries
* Did parents explain boundaries clearly / age appropriately
* Were expectations set for children realistic to the age / stage of the child’s development
* Were the boundaries that were implemented consistent

**Stability and Security**

* Did the child present to feel safe secure, did they back away from parents / appear reluctant / sit close by / appear relaxed.

**Please use the headings above to reflect on the session and document relevant information for the following:**

* **What was working well:**
* **What are your worries / concerns?**
* **What needs to happen**

**Action:**

Please state any follow up actions taken by service or Family Time Officer