Observation Template

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| **Practice Week: June 2023** | | | **Theme: *Invisible Men*** | |
| **Case Number(s)** | **Child Name(s)** | **Name of Practitioner(s)** | **Team** | **Category of Case  (CIN, CP, CIC)** |
| Click here to enter text. | Click here to enter text. | Click here to enter text | Click here to enter text. | Click here to enter text. |
| **Name of observer**  Click here to enter text. | **Date of observation**  Click here to enter text. | **Type of observation (e.g. home visit, CP conference)**  Click here to enter text. | **Meeting/visit format (i.e. virtual or in person)**  Click here to enter text. | **Were you able to have a conversation with the practitioner(s) after the observation?**  Click here to enter text. |

**Guidelines for observers:**

* *The focus of the observation is to look at the practice observed rather than the details of the case.*
* *It is recommended that the observer makes notes during the observation to evidence their feedback.*
* *It is also recommended that the observer obtain a copy of any relevant agenda/schedule prior to or at the beginning of the observation.*
* *At the beginning of the observation, the observer should ask the family members involved if they would be prepared to give some feedback on the visit/meeting at the end, or at a convenient time afterwards.*
* *The observer should arrange in advance a time to discuss their feedback with the practitioner.*
* *When the observation form has been completed it should be emailed to the Impact and InspectionTeam* [*ImpactAndInspectionTeam@wokingham.gov.uk*](mailto:ImpactAndInspectionTeam@wokingham.gov.uk)
* *Observations are to be written up and completed and returned within 5 working days of the observation.*

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| Description and context of the observation |
| *(This section should be used to describe the background and context of the meeting/visit being observed).*  *E.g. Observation of a Child Protection Conference. This was the 1st review conference. The mother and young person were present. The father could not attend.*  *The meeting was held virtually on MS Teams, and I joined the Teams meeting as an observer.* |

| Questions and prompts for the observer to consider. | Yes  Insert X | No | Partially | Notes/Evidence |
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| **Management & Practice** | | | | |
| * Did the practitioner explain the purpose of the visit/meeting to those present? |  |  |  |  |
| * Did the practitioner explain where this meeting/visit fits within the overall plan of work/intervention? |  |  |  |  |
| * Was a visit/meeting agenda shared with the attendees and/or observer? |  |  |  |  |
| * Was the visit/meeting structured and organised? (e.g., was an agenda adhered to? |  |  |  |  |
| * Was there adequate discussion of case plans? (e.g., child in need plan, care plan, child protection/safety plan) |  |  |  |  |
| * Was there evidence of good communication? (e.g., clear, questioning, explorative, open and honest, straightforward?) |  |  |  |  |
| * Did the practitioner remain child focussed in the discussion? |  |  |  |  |
| * If a child was present - was the child involved/encouraged to take part in the discussion? |  |  |  |  |
| * Were the family/carers facilitated to take part in the discussion? |  |  |  |  |
| * If there was conflict, disagreement and/or disruption, was it resolved appropriately? |  |  |  |  |
| * Was the visit/meeting an appropriate length? |  |  |  |  |
| * Did the meeting/visit end by agreeing next steps /were these next steps clear? |  |  |  |  |
| **Networks** | | | | |
| * Were network members invited to the visit/meeting? |  |  |  |  |
| * Did network members attend the visit/meeting? |  |  |  |  |
| * Did network members express their views? |  |  |  |  |
| * Is there evidence of network members being involved in the plan? |  |  |  |  |
| **Protected Characteristics & Unique Circumstances** | | | | |
| * Were the protected characteristics of the child discussed or considered? (e.g., gender, sexuality, ethnicity, language, religion, culture). |  |  |  |  |
| * Were the unique circumstances of the child discussed or considered? (e.g., home circumstances, developmental/academic progress, protective factors in/outside the home, friendships, social activities, impact of parental behaviours, harm outside the home, care experience, impact of any trauma & how they are supported emotionally). |  |  |  |  |

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| **Feedback from observer to practitioner:** | **Observer’s notes:** |
| What went well |  |
| Areas for improvement |  |
| **NB: If any immediate actions are required following this observation, please add these to the actions section below** | |

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| **Feedback from parents/carers:** (*to be obtained immediately after the observation or at an agreed time afterwards).* | |
| What went well? |  |
| Areas for improvement? |  |

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| **Feedback from practitioner:** (*to be obtained immediately after the observation or at an agreed time afterwards).* | |
| What went well? |  |
| Areas for improvement? |  |
| Practitioner rationale for holding visit/meeting virtually (if applicable) |  |

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| Are there any recommended actions from this observation? |
| These actions should focus on practice rather than case actions, unless there is a specific action for the case that the auditor feels is being missed. |

|  | Action | By who | When |
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| **Observer feedback on observation tool and process** | |
| General comments | (e.g. was the tool clear and straightforward to use?) |
| Issues and/or suggestions for improvement | (e.g. were there any questions/prompts that were unclear or any you felt could be added to improve the tool?) |