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TYS Case Visit Recording Template

\*\*\* Always record visits as either “Home Visit” or “Meeting” \*\*\*

*(Guidance in italics under the headings)*

|  |  |
| --- | --- |
| **EHM Heading** |  |
| **Reason for contact** | **Purpose of visit, in line with TAF Plan?**  *(Which part of the action plan did this session relate to?)* |
|  |  |
| **Detailed Notes** | **How have things been since the last visit?**  *(Did the young person make any progress on the actions you talked about at the last visit?)*  **What did you do in this session?**  *Any resources and tools used*  *Visual observations of child/family/environment*  **Voice of the child**  *What did the young person themselves say or express in this session? (Worries, concerns, achievements, significant incidents/disclosures)* |
|  |  |
| **Analysis of information** | **Analysis of visit**   1. *What does this all mean for the young person and do we need to update the plan?* 2. *What are their needs and strengths?* 3. *What was the impact of the session?* 4. *Work so far with the young person and where are they at in the Cycle of Change?* |
|  |  |
| **Management Decision** | **Leave blank** |
|  |  |
| **Action** | **SMART Future actions/who will complete/by when?**  *(What will be done before you next meet, and by who?)* |

Template last reviewed: February 2024

Reviewed by: Jan Smith – Service Manager – Targeted Youth Support Service

Next review date: October 2024