Child/ren’s Names: Venue:

Family Present: Date:

Supervisor: Time:

**1. Arrival and response of child/ren and adults:**

*Proceedings and Assessment:*

* *If you collect the young person from school what is their mood/demeanour. Does this change on arrival? Does the young person comment about the upcoming session e.g. do they show excitement?*
* *Make a note of arrival time for all parties if in proceedings (assessment) – early/late and reasons given for lateness builds up a picture for assessment. If parents don’t attend without cancelling beforehand consider a ringing in system; make a case note on Fwi if session is cancelled in place of an observation sheet. How does parent get to session?*
* *What does parent/visiting adult say to the young person their response to carer. Is there any feedback on child’s routine or recent activities or day at school? Does the parent/visiting adult show interest in this?*
* *What is the physical contact at arrival – physical affection, smiles, young person’s response to this.*
* *How does young person respond to parent and when carer leaves? Attention to eye contact, tone, language used and body language.*

*Post Proceedings/Facilitated/Unsupervised*

*Arrival times and a comment about general disposition of all parties.*

**2. Summary of session**

*Proceedings and Assessment:*

* *If there is more than one parent/visiting adult how do they interact with each other in meeting the child’s needs?*
* *Any notes on general demeanour of parent/visiting adult, for example chatty, low in mood. This may affect their interaction.*
* *Is there any physical affection? Who initiates this and how does parent/young person respond (important to note body language).*
* *Does the parent/visiting adult show an interest in young person’s likes and dislikes or show familiarity with them? Have they planned the session, brought an activity or any gifts?*
* *Is there any affection between the parties and who initiates this?*
* *Who initiates conversation or activities and the others response?*
* *Note of eye contact and body language between young person and parent/visiting adult?*
* *If there is more than one child how does the young person/child(ren) interact with each other, care, affection and turn taking, how they respond to parent giving each sibling attention. How does the parent/visiting adult manage conflicting demands of the young person/child(ren).*
* *Do parents/visiting adults maintain clear boundaries and response to young person’s behaviour? How they manage this and are they consistent? How do parents explain/challenge behaviour and is it proportionate? Do parents give clear messages about what is OK and not OK during the session and away from contact?*
* *Have parents/visiting adult brought anything to the session – what is it is it appropriate e.g. snacks, toys & gifts.*
* *Is there any specific focus to the session if part of the assessment (e.g. making a meal/outing) in the case of PAMS assessment. Clear notes on advice given, parents responses to how to inform future sessions and the assessment.*
* *Do parents/visiting adults talk about anything inappropriate? What do they say and how do they respond to interventions by the supervisor?*
* *Be aware of any themes during contact that build up to a bigger picture which informs the assessment.*

*Post Proceedings/Facilitated/Unsupervised*

* *2 – 3 sentences in summary of the session.*

**3. Separation/Ending of contact:**

*Proceedings and Assessment:*

*How does parent/young person react to parting?*

*Post Proceedings/Facilitated/Unsupervised*

* *Comment about the ending and any comments/recommendations for future sessions.*

**4. Any comments or feedback provided by the child or young person (as appropriate to their age and understanding)**

**5. What is your analysis of how well the contact / family time has gone?**