**CASENOTE TEMPLATE**:

**HEADING/EVENT**:

Use capitals so it stands out when searching for case notes – PLANNED VISIT TO………../TELECON WITH)

**PURPOSE**:

State the reason for visit, could be statutory visit but add what work you intend to do during the visit.

**Outcomes Sought.**

**PRESENT: (if visit/meeting)**

Full names and role (Mother/Father/Health Visitor/Family friend/ etc.

**Content/ Discussion with family:**

Use Mr/Mrs for adults and only use first names for children. Be clear about whether children were seen and whether seen alone for each visit.

1. ..
2. ..
3. ..

**Child’s voice:**

What has the child conveyed during the visit either verbally, through body language, presentation etc. How are they affected by the family circumstances?

**Observations:**

**Analysis & risk assessment:**

1. ..
2. ..
3. ..
4. ..

**Actions Required: By whom: Timescales:**

1. ..
2. ..
3. ..