Observation and shared next steps

1. What happened?

A short record for a conversation with school or professionals. Record one occasion on page 1; use another copy for a comparison. Page 2 records the response and who will follow through. This is not a diagnostic test.

Child (first name or initials): _____ Date: _____

Recorded by / role: _____ Setting and time: _____

The situation and what came before

What was being asked? Who was there? Note relevant changes, sensory conditions, sleep or health, if known.

What I observed

Describe actions, sequence and duration. Keep observations separate from explanations; mark uncertainty.

The child’s account

Use their own words, or describe how they communicated. What do they want adults to understand or do differently?

What adults did, and what happened next

Include help, adjustments or a pause. What helped, what made things harder and what remained difficult?

Effort, distress and recovery

Record the cost as well as task completion. When and how did the child recover or rejoin? What is still unknown?

Use only the identifying details needed. Agree who needs a copy; keep completed sheets securely.

Observation and shared next steps

2. What will we do with this information?

Child (first name or initials): _____ Date: _____

Recorded by / role: _____ Setting and time: _____

The question we need answered

Compare occasions. What changed? What does the existing explanation leave out? Separate possible explanations from established findings.

The professional response

Who will bring the evidence together? Record the reasoning, further information needed and what will happen if disagreement remains.

Agreed action and responsibility

Action / adjustment: _____ Person responsible: _____
Start date: _____ Help actually available: _____

How the child will help review it

What change matters to the child? How will we check participation, effort, distress and recovery with them?

Review and continuity

Review date: _____ Earlier contact if needs change: _____
Who follows up if the help is not delivered or the usual arrangement fails?

Use only the identifying details needed. Agree who needs a copy; keep completed sheets securely.