



All, with opportunities, can reach unlimited goals.

Acceptable

Report Writing Practices



Essential Guidelines
for Composing Contact Reports

What Are Acceptable Report Writing Practices

1 Knowledge and understanding around contact services

2 Structure and argument required when writing contact reports

3 Clear expression and written communication





Knowledge and understanding around contact services

- Low impulsivity levels and a great capacity for patience and subject to commitment to child protection and to children as the paramount concern in all family matters.
- Quiet confidence sufficient for person centred empathy and authoritative intervention.
- Full awareness of the risk assessment and what to observe during contact.
- All sensitive information is kept confidential.
- Staggered arrangements are adhered to in the interest of all involved.

2

Structure and argument required when writing contact reports

- Good analytical ability.
- Acknowledgement of views of others and use of italics when writing direct quotes.
- Arguments generally logical, coherently expressed, well organised and supported with evidence from the contact session.
- Good written expression.
- Accurate use of punctuation, grammar and spelling.
- Issues identified within given safeguarding areas.
- Broad valid and well analysed conclusions.
- An emerging awareness of different stances and an ability to use evidence to build a coherent argument.

2

Structure and argument required when writing contact reports

- Every section is covered fully and builds a clear picture of the contact session.
- All fields should be filled. No blank spaces left unfilled.
- Use words instead of figures for time e.g ten minutes and not 10 mins.
- The need to 'JUSTIFY' after all corrections have been made
- Appropriate use of paragraphs and spacing between paragraphs.
- All reports should be signed by the contact worker.
- Under names of who is attending contact this should only contain name/s of the parent/carer in attendance.
- Ensure a flow of the narrative, not chunks of phrases.

3

Clear expression and written communication

- Very good written expression. Accurate use of punctuation, grammar and spelling.
- Use of abbreviations for children's names needs to be consistent.
- Both direct and indirect speech should be in italics.
- Report should always be written in the past tense.



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**Thank You for
Watching!**

