



Parent-Help

All, with opportunities, can reach unlimited goals.

Unacceptable

Report Writing Practices



Essential Guidelines for Composing Contact Reports

What Are Unacceptable 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

- Major gaps in knowledge and understanding of contact services.
- Numerous gaps in knowledge, translating into poor written work.
- Ignorance of key safeguarding areas.
- Lack general understanding regarding child development.
- Lack initiative on when to intervene to safeguard a child/ren during contact.

2

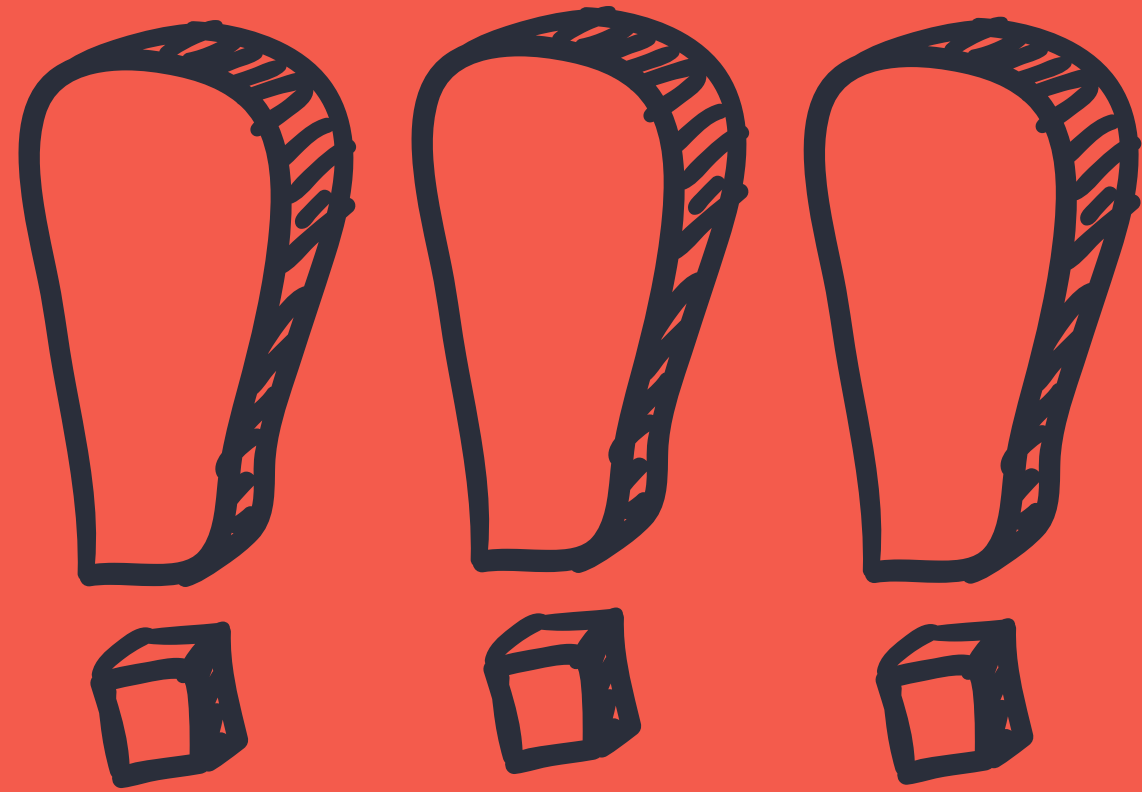
Structure and argument required when writing contact reports

- Descriptive and or repetitive information with only personal views being offered.
- Unsubstantiated generalisations little or no attempt to draw conclusions.
- No coherent argument or orderly structure.
- Sentences or paragraphs far shorter than the required length.
- Professional views sometimes illogical or contradictory generalisation statements made with scant evidence.
- Contact analysis lacks relevance and or validity.

3

Clear expression and written communication

- Deficiencies in written expression impeding understanding.
- Careless grammar, punctuation, and spelling mistakes.
- Inconsistent use of pronouns e.g using both his and her for the same child.



Please note that ongoing submission of unacceptable reports will incur in financial penalties and consideration whether your ongoing services are required.



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**Thank You for
Watching!**

