



All, with opportunities, can reach unlimited goals.

# Excellent

## Report Writing Practices



**Essential Guidelines**  
for Composing Contact Reports

# What Are Excellent 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

- Your report has excellent narrative structure throughout and the writing is professionally perceptive and persuasive.
- Explicit acknowledgment of other pertinent areas of the contact session otherwise not covered in other sections of the report.
- The report addresses any concerns if any, raised on referral form and the contact worker observations.
- Logical and articulate analysis is a consistent feature.

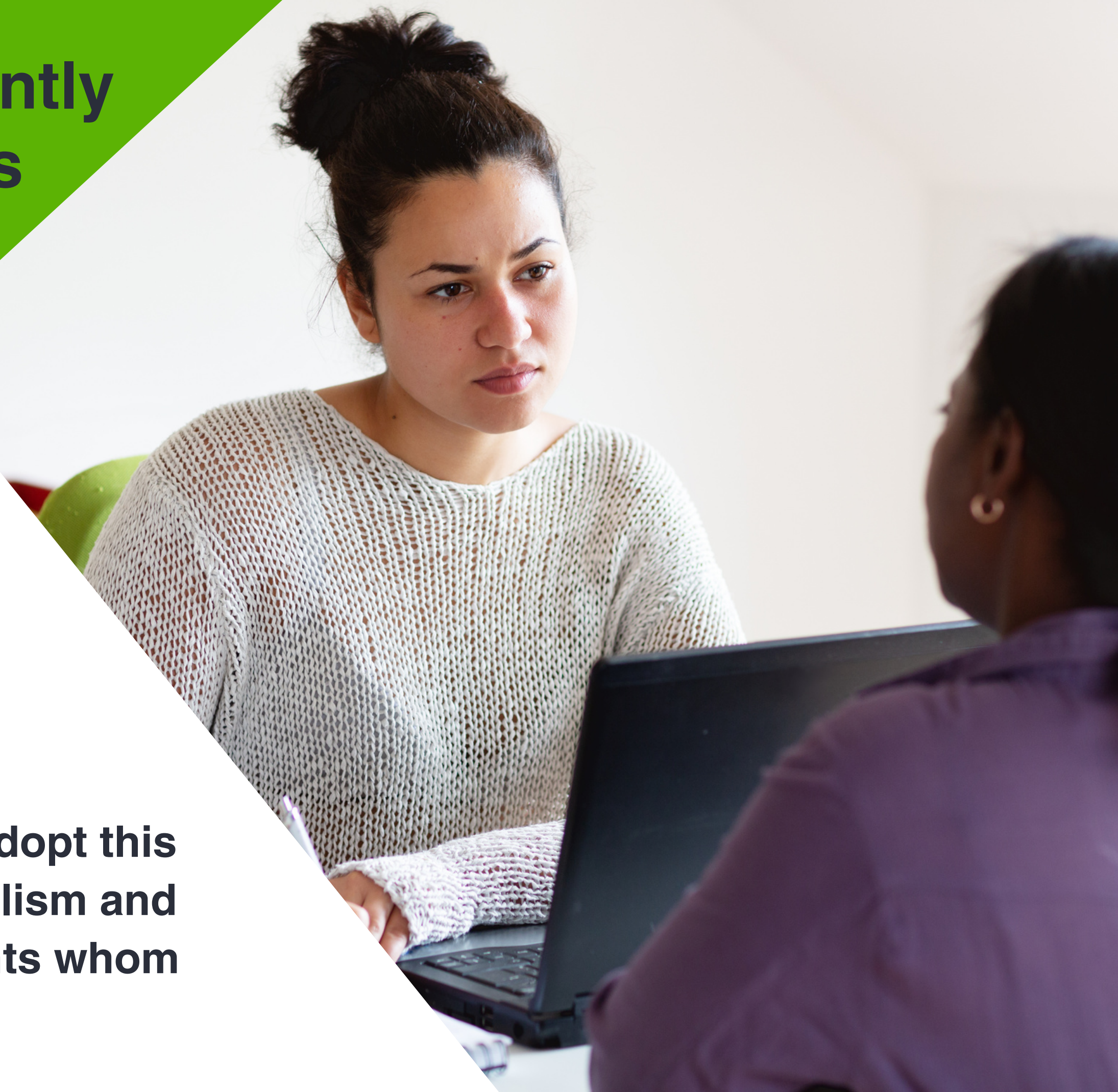


## **Clear expression and written communication**

- Capacity for painstaking attention to detail in assessing, observing and recording children's attachments and interactions.
- The report is fit for purpose and detailed enough to be useful.
- Well written report with excellent punctuation, grammar and spelling.

**Individuals who consistently produce excellent reports will be remunerated.**

**We would also strongly urge you to adopt this stance as it helps uphold professionalism and quality of service we offer to our clients whom we value so highly.**





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**Thank You for  
Watching!**

