



Checklist No 1: Reflective Practice¹

Who can use this Checklist and when can it be used?

All practitioners and managers in all services/agencies can use this Checklist to reflect on any early worries or concerns they may have witnessed or identified. This is a self-reflective Checklist.

Name of Child or Young Person		Age	Date of Birth
No	Question	Notes	
1	What have I seen?		
2	What have I heard?		
3	What do I feel is unusual or different?		
4	What has actually happened?		
5	What is my concern?		

¹ Source: Developed (with kind permission) from Fife CPC's Practitioner's Guide: Early Response Children Affected by Parental Submission Misuse (CAPSM).

What is the information telling me?

Using this Checklist, analyse the information gathered and ask yourself the key question, **“what is this information telling me?”**.

Consider the information gathered and identify the key risk factors for the child or young person or the parent/carer and their wider world. The Checklist will highlight the specific areas of concern/need/risk (your evidence) and should give you an overview of what you consider to be the key issues.

Now form a view as to the level of concern/need/risk for the child or young person or the parent/carer, taking account of the interaction between the child or young person or the parent/carer and their wider world.

What is the information telling you about the level of concern/need/risk?

What is the information telling me about the level of concern/need/risk? (Consider frequency, duration, severity, single or accumulative in nature - significance of factors in reaching a conclusion about the level of concern/need/risk).

What am I going to do next?

Date Completed		Completed By		Line Manager	
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