

Wishes and feelings record

Asked, recorded in their words, and followed up so they can see what happened.

Do not tidy what they say. 'I hate it here, nobody listens' is the record; 'expressed some dissatisfaction' has removed everything they were trying to tell you. Go back and tell them what happened — asking and never returning teaches a child it is not worth saying anything.

YOUNG PERSON	DATE	ASKED BY
WHERE	HOW IT WAS ASKED	ANYBODY ELSE PRESENT

HOW THIS WAS DONE

What they were asked about	
Did they choose the subject?	
How they were asked — conversation, activity, writing, drawing	
Was an advocate offered or involved?	
Was anything used to help them communicate?	
Did they know they could decline?	

WHAT THEY SAID

Their words, in quotation marks. Do not tidy, summarise or translate into professional language.

WHAT THEY DID NOT WANT TO TALK ABOUT

This is information too.

WHAT WAS DONE ABOUT IT

What we did — when	
What we did — when	
What we could not do, and why	
Who else was told, and when	

Raised at a review or meeting? Which, and when

GOING BACK TO THEM

The section that makes the difference between a process and a culture.

Told them what happened on (date), by

What we told them

What they said about it

Anything still outstanding, and when we will go back again

SIGN-OFF

Special category data about a child. Hold securely.

RECORDED BY	DATE
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YOUNG PERSON HAS SEEN THIS RECORD?	DATE
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REGISTERED MANAGER	DATE
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