

LOOKING GLASS CARE | PRACTICAL TOOLS FOR BETTER CARE

✓	Check	Evidence / location	Action / owner
☐	Note the decision needed		
☐	Source evidence is dated, attributable and stored in the agreed location.		
☐	Record who will follow up, when and how progress will be reviewed.		

2. Prepare a concise chronology

Summarise key events, assessments, provision changes and unresolved requests. Adapt the prompts to your child's circumstances.

Review checks

✓	Check	Evidence / location	Action / owner
☐	Use dates		
☐	Keep fact and interpretation separate		
☐	Bring source documents		
☐	Source evidence is dated, attributable and stored in the agreed location.		
☐	Record who will follow up, when and how progress will be reviewed.		

3. Prepare questions

Use questions that invite a decision, owner and timescale. Adapt the prompts to your child's circumstances.

Review checks

✓	Check	Evidence / location	Action / owner
☐	Ask what will change		
☐	Ask who will act		
☐	Ask when written confirmation will be provided		
☐	Source evidence is dated, attributable and stored in the agreed location.		
☐	Record who will follow up, when and how progress will be reviewed.		