

LOOKING GLASS CARE | PRACTICAL TOOLS FOR BETTER CARE

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

2. Build a dated evidence trail

Use contemporaneous records that show context, frequency, impact and response over time. Adapt the prompts to your child's circumstances.

Review checks

✓	Check	Evidence / location	Action / owner
☐	Record date, setting and people present		
☐	Describe what happened without labels		
☐	Link supporting documents and correspondence		
☐	Source evidence is dated, attributable and stored in the agreed location.		
☐	Record who will follow up, when and how progress will be reviewed.		

3. Connect need, provision and impact

Explain how an identified need affects access or progress and what provision is required. Adapt the prompts to your child's circumstances.

Review checks

✓	Check	Evidence / location	Action / owner
☐	Identify the underlying need		
☐	Describe current provision and consistency		
☐	Record the observed impact and remaining gap		
☐	Source evidence is dated, attributable and stored in the agreed location.		
☐	Record who will follow up, when and how progress will be reviewed.		