The Practitioner Toolkit

Reflective Safeguarding Session Guide & Documentation Template

Spirit Led Institute · Reflective Safeguarding Practitioner™ Training · One page per session

Date: _____ Practitioner: _____ Session no.: _____

Agreed scope of this conversation: _____

1. Settle & Scope

Safety and comfort established; scope and confidentiality stated; immediate risk checked.

2. Describe

Plain account: who, what, when, where, what was said and done. Interpretation held back.

3. Locate

Setting: roles, relationships, structures, culture, history.

4. SEE

Has this happened before? Repetition, distribution, context, power, impact. Clear pattern named only where evidence supports it.

5. UNDERSTAND

Observation / interpretation / inference kept distinct. Known, reasonably understood, uncertain. Credible alternatives considered.

6. Responsibility

Which part belongs to whom — including the system. Conduct and impact can be clear even when motive is unknown.

7. Agency & Boundary

What the client can and cannot control; boundaries theirs to set; where their internal authority lies.

8. Proportion

Options weighed against evidence, role, seriousness, power, risk. A strong response may be proportionate.

9. Refer / Escalate

Thresholds recognised; referral or escalation made or supported where indicated.

10. Choose & Participate

Client's informed choice — participate, withdraw, continue with conditions, seek repair, escalate, refer, or protect. Theirs to give, limit, or remove.

Client's informed choice and next steps (their decision, in their words):

_____

See the pattern. Understand what it means. Support the client's informed choice. Participation is theirs to give, limit, or remove.

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