Professional Safeguarding Session Record

A concise record structured around SEE, UNDERSTAND, CHOOSE and PARTICIPATE. A summary of key points, not a transcript.

Date _____ Duration _____ Practitioner _____ Client ref _____ Session no. ____

1 · Scope & Safety Scope stated: yes / no. Confidentiality limits stated: yes / no. Risk check outcome. Any immediate obligations triggered.	
2 · Description (SEE) Events as described, in the client's language. Mark first-hand / second-hand. Relevant dates.	
3 · Location (SEE) Key points from the Six-System Map: known / assumed / uncertain.	
4 · Pattern (SEE) Repetition, distribution and context as described; the pattern, where evidence supports it.	
5 · Understand Alternative explanations considered. The weighting or conclusion the client reached (observation / interpretation / inference).	

6 · Responsibility How the client located responsibility; the practitioner's questions that supported this.	
7 · Choose Boundaries, options, risks and consequences the client identified. The informed choice made.	
8 · Participate Participate, withdraw, continue with conditions, seek repair, escalate, refer, or take protective action.	
9 · Referral / Escalation Referrals made or recommended, with rationale.	
10 · Choose & Participate Final decision or next steps, agreed actions, and how the session concluded.	
Follow-up Agreed follow-up actions and date.	

Record-keeping principles. Describe; do not characterise. · Attribute ("Client stated…") — never record a third party's motive as fact. · Mark the layer: observation, interpretation, inference, motive attribution. · Record risk and response fully. · Keep it proportionate. · Store securely, in line with privacy law and organisational policy. · If sharing with the client, take care with third-party information.