

PRACTICE LEARNING HUB

Assessment, Recording and Case Notes

Participant Worksheet: Before and After Wording Exercise

Intended audience	Practitioners, ASYE social workers and students
Estimated time	Use during a 60-minute session, or 20 minutes individually
Sector	Adults and children's social care (adaptable)
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Intended use

This resource is for learning, reflection and discussion. It is not legal advice and does not replace local policies, statutory guidance or supervision.

Please do not discuss or record identifiable details about people, families, colleagues or live cases when using this resource.

How this works

Below are fictional record extracts. For each one: What does this wording tell the reader? What is missing? How could it be rewritten to be clearer, fairer and more useful? Write your improved version, then compare with a colleague. There is no single right answer - the discussion is the point.

Extract 1

Original (fictional)

'Visited Doris. She was uncooperative again and refused to engage with the assessment. No change.'

What does 'uncooperative' tell us - and what does it hide? Whose perspective is missing?

My rewrite:

Extract 2

Original (fictional)

'Jay has poor insight into his needs and makes bad choices. He is non-compliant with his care plan.'

How might Jay feel reading this? What would a record look like that stated concerns plainly while seeing the person?

My rewrite:

Extract 3

Original (fictional)

'Spoke to family. Some concerns raised. Will monitor.'

If you picked this case up tomorrow, what would you need this entry to tell you? What is the rationale, and where is the plan?

My rewrite:

Extract 4

Original (fictional)

'Mrs Begum is wheelchair-bound and suffers from multiple conditions. Despite this, she presents as pleasant.'

What assumptions sit inside this language? How would you describe Mrs Begum in a way that respects her as a whole person?

My rewrite:

Reflection

A wording habit I want to keep:

A wording habit I want to change:

One thing our team should agree on about recording:

Remember

These extracts are fictional. Never copy real case records into training materials or websites.
Strengths-based recording never means hiding risk - concerns should be stated plainly, with evidence and rationale.

Using this with your team?

If your team, authority or university is using this resource, Kayleigh would love to hear how. Your feedback shapes future materials.

Share feedback: kayleighroseevans@gmail.com

To invite Kayleigh to deliver a live session linked to this resource, visit kayleighroseevans.com and use the speaking enquiry contact.