

Family and Therapy Session Note-Taking Template

Client Information

- ✚ Client ID/Reference Number:
- ✚ Session Date:
- ✚ Session Time:
- ✚ Therapist Name:
- ✚ Location:
- ✚ Session Type:

Session Details

- ✚ Session Number:
- ✚ Presenting Issues:

Session Summary

- ✚ Therapeutic Goals for the Session (if applicable):
 - Goal 1 -
 - Goal 2 -
- ✚ Summary of Discussions:
 - **Key Emerging Themes:** [Brief description of the main themes]
 - **Client's Concerns and Progress:** [Brief notes on what the client expressed and any progress or setbacks]
 - **Interventions Used:** [Techniques or methods used during the session]
 - **Client's Reactions and Feedback:** [Client's response to interventions and overall feedback]

Observations

- ✚ **Client's Emotional State:** [Observations about the client's mood and emotional state]
- ✚ **Behavioural Observations:** [Any notable behaviours observed during the session]
- ✚ **Physical Appearance:** [Any changes in physical appearance that are relevant]

Plan for Next Session

- ✚ **Possible Objectives:**
 - Objective 1-
 - Objective 2-
- ✚ **Homework/Tasks:**
- ✚ **Next Session Date:**

Confidentiality and Security

- ✚ **Confidentiality Notices:** [Any disclosures or confidentiality agreements discussed]
- ✚ **Safeguarding Measures Taken:** [Measures taken to secure the session details, e.g., encrypted storage]

Additional Notes

- ✚ **Supervision Notes:** [Any issues to be raised in supervision]
- ✚ **Other Comments:** [Any additional comments or observations not covered above]

Therapist Signature: _____ **Date:** [DD/MM/YYYY]

Instructions for Use

- ✚ **Keep it Brief:** Only include necessary and relevant information.
- ✚ **Confidentiality:** Ensure that no identifiable personal details are included in the summary.
- ✚ **Review Regularly:** Update the plan and objectives as therapy progresses.
- ✚ **Secure Storage:** Store these notes in a secure, encrypted location to comply with GDPR and other data protection regulations in line with Guidance from Family and Therapy.