

## **Conversation Recording Template**

Please use this template to record every communication that you have with a service user (CYP or family member), then securely send this completed template to the relevant service to store on the service user's record.

### **Purpose of contact**

*Indicate the reason for your contact and any relevant details regarding the work you are collaborating on e.g. media interview.*

### **Type of contact and who was present**

*E.g. face to face, telephone call, video call.*

### **Overview of conversation**

*What was discussed, points of interest etc.*

### **Safeguarding**

*Include details of any concerns or significant events and a record of how they have been escalated. Include any observations of note regarding CYP's basic needs (food, clothing etc.) and wellbeing.*