



The Ladder Group
We rise by lifting others.
Robert G. Ingersoll (1833–1899)

www.theladdergroup.net

Writing Session Notes

The following points are considered good practice when writing session notes:

Observations about the client: Here, the professional counsellor / therapist lists any physical presentation of the client that might inform their SEM state and work together, i.e. anything they notice about the client, for example, that they look tired, fidgety or dishevelled — or, in contrast, rested, well-groomed and confident.

N.B. School staff are very committed to their students and thorough. They will often pass on anything they think is relevant about a student's circumstances in the hope of ensuring the best outcomes for the young person and facilitating your support of them. Regardless of the relevance of the information please be gracious and professional in your response.

The progress of the client since the last interaction / session: It's essential to gain an understanding of the client's current state and circumstances during the early stages of the relationship in order to inform any future support and 'work' with the client. This is done initially through contracting and the exploration of the referral form. During your ongoing support of the client note if anything noteworthy has occurred since your last interaction / session / review?

Review of any action items: If the client was expected to practice any skills, complete any activities or perform any actions, this is discussed and noted.

Session preparation: E.g. use of activities and worksheets etc. This part may be filled out in advance of the session since it can contain any significant items from the previous meeting and the goals for this session. Completed worksheets should be photographed and added to the client MYMUP records.

A brief description of the session: This serves as a general outline of what is discussed.

The main topics within the session: Here, the professional counsellor describes the main issues that the client is exploring, seeking to understand / address etc. e.g. attitudes, emotions, history, anxieties, relationships, loss etc. etc.

Any form of potentially risky behaviour e.g. substance abuse, driving in a rage etc.

Safeguarding : If the client is exploring, experiencing or demonstrating anything of a potential safeguarding concern. This need to be actioned. I.e refer on to the appropriate LG DSL or your supervisor.

Homework / engagement with the 'work' outside the therapy room: If action items were agreed or offered for the client to undertake and their success, note them here.

Need for Additional Insights: If the counsellor needs to follow up with their supervisor, make a note of it.