

Supervisor Report Writing Cheat Sheet

Coffs Coast Contact Services

Your Role

You are an independent observer. Record only what you see and hear. Do not interpret, assess, diagnose, or take sides.

The Golden Rule

WHO + DID WHAT + HOW + CHILD RESPONSE

Example: Father pushed the swing for 5 minutes. Child laughed and said, 'Higher!'

Use Behavioural Language

Instead of	Write This
Happy	Smiled, laughed, ran to parent
Upset	Cried, wiped eyes, sat quietly
Bonded well	Played together for 20 minutes
Anxious	Held supervisor's hand, stayed close
Attentive	Responded to child's requests

Record Direct Quotes

Quotes are strong evidence.

Child said, 'Watch me!'

Parent said, 'I'll see you next week.'

Avoid Opinion Words

Avoid: seemed, appeared, clearly, appropriate, inappropriate, bonded, traumatised.

These are interpretations, not observations.

If You Must Describe Emotion

Anchor it to behaviour:

Write: Child cried for 2 minutes and did not respond.

Not: Child was distressed.

Transitions Matter

Record arrivals and departures carefully. These are often relied upon in court.

The Camera Test

Ask yourself: Could a camera have recorded this exact thing? If yes, include it. If no, remove it.

This guide supports neutral, factual, court-ready documentation aligned with professional contact service standards.