

# Pre-Trial Therapy Note Keeping Guide

**Case notes should be factual, simple and succinct**  
(can be disclosed to the criminal justice process)

✓  
How the service user presented

✓  
Who was at the session

✓  
Date, time and location

✓  
Theme of session

✓  
Resources used

✓  
Advice given

✓  
Formulation

✓  
Next steps and onward referrals

✓  
Additional information that **can be** disclosed to the criminal justice process

✓  
Assessment tools  
*e.g RCADs, PDQ, GAD*  
Letters to professional network

## Do not record:

✗  
Statements suggesting misplaced guilt and shame

✗  
Jargon or generalisations

✗  
Therapists hypotheses or interpretations

## Notes that do not form part of the case notes:

✗  
Process notes

✗  
Drawings & personal notes

✗  
Supervision notes

✗  
Case management notes



**Were there any new or additional disclosures about this case or another incident?**

If yes, complete a verbatim account of the session as soon as possible.  
Take necessary actions to police and social care as required