



PRACTICAL ADVOCACY WORKSHEET

Evidence Planner & Evidence Index

Organise evidence around the decision being made, identify gaps and keep requests focused.

CHILD / YOUNG PERSON INITIALS OR REFERENCE

CASE / TOPIC

DATE STARTED

LAST UPDATED

Start with the question, not the pile of documents. Write down the decision, action or failure you are trying to address. Collect only evidence that helps explain that issue.

What decision, action or failure are you dealing with?

What needs to be established?

Keep evidence types separate

Documented fact

Decision letter, attendance record, referral receipt, report, meeting note or other record showing what happened.

Professional evidence

Observation, assessment or opinion from a professional. Note their role and what they directly know.

Family account

What a parent, carer or young person reports. Important evidence, but not automatically independently verified fact.

Advocacy analysis

Your interpretation of the records: what appears unanswered, inconsistent or missing. Keep it separate from the source evidence.



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Evidence index - add only material that helps answer the issue.

Evidence index

Give important documents a short reference so you can point to them without re-sending the whole file.

Ref	Date	Document / evidence	Source	What does it show?	Key page / note



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Evidence gap map - turn missing information into a focused next action.

Evidence gap map

Use this to separate what is already evidenced from what still needs to be found or clarified.

Issue that matters	What we already have	What is missing?	Best source	Action / owner



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Finish by testing quality and asking only for evidence that fills a genuine gap.

Evidence quality check

Relevance

Does it answer the actual question?

Source

Who created it and what did they directly know?

Date

Is it current enough for the decision?

Specificity

Does it give concrete examples, frequency or impact?

Independence

Professional observation, family report, or a mixture?

Consistency

If records differ, record the difference rather than hiding it.

Focused evidence request

Who are you asking?

What do they directly know or observe?

What question should their evidence help answer?

Data minimisation. Avoid collecting a child's entire medical, school or social-care history simply because it exists. Ask for what is reasonably relevant.