

Play Session Documentation Template

Clinician printable for outpatient play therapy notes. Observable process first. For licensed therapists. Not a parent self-report form.

Child / ID: _____ Date: _____ Length: _____

Clinician: _____

1. Session context

- | | |
|--|---|
| ☐ In-person playroom | ☐ Telehealth play adaptation |
| ☐ Child-only play segment | ☐ Joint caregiver segment |
| ☐ Brief caregiver handoff | ☐ Consent / update limits reviewed |

Who attended the play portion: _____

Caregiver contact before / after (content only, minimum necessary): _____

2. Presentation at start

Affect / energy / separation behavior: _____

Body cues or regulation baseline: _____

Child's opening materials choice: _____

3. Play sequence (observable)

Materials used: _____

Themes / roles / story moves (observable language only):

Relational moves toward therapist (proximity, control, help-seeking, testing): _____

One mid-session shift worth charting: _____

Boundary: Prefer observable sequence over symbolic certainty. Do not write graphic third-party detail beyond clinical necessity. This form does not replace risk protocols or mandated reporting.

Interventions, response, and plan

Name what you did and how the child responded. Keep caregiver updates honest without turning the chart into a secret report of every metaphor.

1. Interventions used

- | | |
|---|--|
| ☐ Tracking / reflecting | ☐ Limit-setting / choices |
| ☐ Structuring / sequencing | ☐ Co-regulation support |
| ☐ Directive skill / prompt | ☐ Caregiver coaching in session |

Specific intervention notes:

2. Child response

Engagement change:

Regulation change:

What worked / what escalated:

3. Risk, school, multi-system

- | | |
|---|--|
| ☐ No new safety concern | ☐ Safety concern documented |
| ☐ Mandated report considered / filed | ☐ School update relevant |
| ☐ Custody / consent limit noted | ☐ Coordinate with other clinician |

Safety / reporting notes (facts only):

School or multi-system update:

4. Caregiver handoff and home support

What caregiver was told (themes / skills / safety, not full metaphor dump):

Home practice (developmentally doable):

5. Plan

Focus next session:

Materials to prepare:

Who should attend next:

Chart note scaffold (SOAP/DAP/BIRP mapping if needed):

6. Privacy and training reminder

For licensed therapists working within play-therapy scope and supervision. Keep shareable progress notes observable and minimum-necessary. Hold deeper symbolic formulation for consultation when policy allows separate process notes. Local recordkeeping, minor-consent, and mandated-reporting rules vary.

Source guide: emosapien.com/resources/play-therapy-documentation/