

FREE PRINTABLE · DLA FOR A CHILD UNDER 16

Day and night *care diary*

Write down the help your child needs, on the day it happens, for a week. It gives you real numbers for the care questions on the DLA claim form: how often your child needs help, how long it takes and what would happen without it.

How to use this diary

1. Keep it for a week if you can: school or nursery days and a weekend. The booklet that comes with the form says that if your child's needs vary, a record kept on different days may help.
2. Fill it in on the same day, while you remember. Each time your child needs help, write what was needed, the time, how long it took and what would happen without it.
3. Count every kind of help the form asks about: encouragement, prompting, physical help and keeping an eye on your child to keep them safe.
4. Small things add up. A reminder, waiting while they finish, calming them down afterwards: write each one down.
5. Write down help your child needed even when no one could give it. DWP guidance says decision makers look at the help a child needs, not only the help they get.
6. Use the night table for anything after everyone in the house has gone to bed.
7. At the end of the week, fill in the summary pages. They follow the form's care questions, 54 to 70.

DAY AND NIGHT, AS THE FORM DEFINES THEM

Daytime is any time before the child's parents or carer go to bed. Night is when everyone in the house is in bed.

The form's example: the child wakes up at 7am and goes to bed at 8pm, and the parents get up at 7am and go to bed at 11pm. Daytime is 7am till 11pm. Help needed after 11pm counts as help during the night, and help needed before 11pm counts as help during the day.

BEFORE YOU START

An example

A few lines from a made-up diary, to show the kind of detail that helps. Short notes are fine.

DURING THE DAY

WHAT HELP WAS NEEDED (ENCOURAGEMENT, PROMPTING, HELP OR SUPERVISION)	TIME	HOW LONG	WHAT WOULD HAPPEN WITHOUT IT
Prompted to eat breakfast, again and again. Cut up her food.	7.30am	25 min	Would not eat
Did up the buttons on her coat for the school run.	8.20am	1 min	Cannot do them
Took her to the toilet and helped her clean herself.	5.15pm	10 min	Would wet herself
Kept her away from the window sill. She climbs to reach open windows.	6.00pm	All evening	Could fall

DURING THE NIGHT

WHAT HAPPENED	TIME	HOW LONG YOU WERE UP
Woke and needed help out of bed to the toilet. Stayed until she settled.	2.10am	30 min

COPIES, NOT ORIGINALS

Sending it with the form

- You do not have to send the diary. The booklet that comes with the form says it is there to help you fill in the form.
- If you choose to send it as evidence (the booklet lists diaries from carers or family members as evidence you can send), send a copy and keep the original. The DWP cannot return original documents.
- Write your child's full name, date of birth and National Insurance number (if they have one) at the top of every page, so the DWP can link it to the claim. Each page of the diary has a space for this.

This sheet follows the DLA claim form for a child under 16 used in England and Wales (DLA1 Child, dated 10/25). In Scotland, new claims for children are Child Disability Payment from Social Security Scotland (mygov.scot), not DLA. In Northern Ireland, DLA for children is run by the Department for Communities (nidirect).

DLAexpert gives guidance only, not legal advice. It is not part of the Department for Work and Pensions (DWP) or any government body, and the DWP decides every claim.

Day 1

CHILD'S FULL NAME	DATE OF BIRTH	NI NUMBER, IF ANY	TODAY'S DATE

DURING THE DAY

WHAT HELP WAS NEEDED (ENCOURAGEMENT, PROMPTING, HELP OR SUPERVISION)	TIME	HOW LONG	WHAT WOULD HAPPEN WITHOUT IT

DURING THE NIGHT (AFTER EVERYONE IN THE HOUSE IS IN BED)

WHAT HAPPENED	TIME	HOW LONG YOU WERE UP

Was today a bad day? Yes / No · School or nursery day? Yes / No (circle one)

NOTES: BAD MOMENTS, GOING OUT, ANYTHING ELSE

Day 2

CHILD'S FULL NAME	DATE OF BIRTH	NI NUMBER, IF ANY	TODAY'S DATE

DURING THE DAY

WHAT HELP WAS NEEDED (ENCOURAGEMENT, PROMPTING, HELP OR SUPERVISION)	TIME	HOW LONG	WHAT WOULD HAPPEN WITHOUT IT

DURING THE NIGHT (AFTER EVERYONE IN THE HOUSE IS IN BED)

WHAT HAPPENED	TIME	HOW LONG YOU WERE UP

Was today a bad day? Yes / No · School or nursery day? Yes / No (circle one)

NOTES: BAD MOMENTS, GOING OUT, ANYTHING ELSE

Day 3

CHILD'S FULL NAME	DATE OF BIRTH	NI NUMBER, IF ANY	TODAY'S DATE

DURING THE DAY

WHAT HELP WAS NEEDED (ENCOURAGEMENT, PROMPTING, HELP OR SUPERVISION)	TIME	HOW LONG	WHAT WOULD HAPPEN WITHOUT IT

DURING THE NIGHT (AFTER EVERYONE IN THE HOUSE IS IN BED)

WHAT HAPPENED	TIME	HOW LONG YOU WERE UP

Was today a bad day? Yes / No · School or nursery day? Yes / No (circle one)

NOTES: BAD MOMENTS, GOING OUT, ANYTHING ELSE

Day 4

CHILD'S FULL NAME	DATE OF BIRTH	NI NUMBER, IF ANY	TODAY'S DATE

DURING THE DAY

WHAT HELP WAS NEEDED (ENCOURAGEMENT, PROMPTING, HELP OR SUPERVISION)	TIME	HOW LONG	WHAT WOULD HAPPEN WITHOUT IT

DURING THE NIGHT (AFTER EVERYONE IN THE HOUSE IS IN BED)

WHAT HAPPENED	TIME	HOW LONG YOU WERE UP

Was today a bad day? Yes / No · School or nursery day? Yes / No (circle one)

NOTES: BAD MOMENTS, GOING OUT, ANYTHING ELSE

Day 5

CHILD'S FULL NAME	DATE OF BIRTH	NI NUMBER, IF ANY	TODAY'S DATE

DURING THE DAY

WHAT HELP WAS NEEDED (ENCOURAGEMENT, PROMPTING, HELP OR SUPERVISION)	TIME	HOW LONG	WHAT WOULD HAPPEN WITHOUT IT

DURING THE NIGHT (AFTER EVERYONE IN THE HOUSE IS IN BED)

WHAT HAPPENED	TIME	HOW LONG YOU WERE UP

Was today a bad day? Yes / No · School or nursery day? Yes / No (circle one)

NOTES: BAD MOMENTS, GOING OUT, ANYTHING ELSE

Day 6

CHILD'S FULL NAME	DATE OF BIRTH	NI NUMBER, IF ANY	TODAY'S DATE

DURING THE DAY

WHAT HELP WAS NEEDED (ENCOURAGEMENT, PROMPTING, HELP OR SUPERVISION)	TIME	HOW LONG	WHAT WOULD HAPPEN WITHOUT IT

DURING THE NIGHT (AFTER EVERYONE IN THE HOUSE IS IN BED)

WHAT HAPPENED	TIME	HOW LONG YOU WERE UP

Was today a bad day? Yes / No · School or nursery day? Yes / No (circle one)

NOTES: BAD MOMENTS, GOING OUT, ANYTHING ELSE

Day 7

CHILD'S FULL NAME	DATE OF BIRTH	NI NUMBER, IF ANY	TODAY'S DATE

DURING THE DAY

WHAT HELP WAS NEEDED (ENCOURAGEMENT, PROMPTING, HELP OR SUPERVISION)	TIME	HOW LONG	WHAT WOULD HAPPEN WITHOUT IT

DURING THE NIGHT (AFTER EVERYONE IN THE HOUSE IS IN BED)

WHAT HAPPENED	TIME	HOW LONG YOU WERE UP

Was today a bad day? Yes / No · School or nursery day? Yes / No (circle one)

NOTES: BAD MOMENTS, GOING OUT, ANYTHING ELSE

WEEKLY SUMMARY

Your week in numbers

CHILD'S FULL NAME	DATE OF BIRTH	NI NUMBER, IF ANY

When the week is over, look back at the seven days. For each area of the form, write the numbers for a usual day. Write 0 where your child needs no help, as the form asks. The numbers in brackets are the question numbers on the form.

AREA OF THE FORM (QUESTION)	TIMES A DAY OR NIGHT	MINUTES EACH TIME	DAYS OR NIGHTS A WEEK
Getting into and out of bed in the day (54)			
Toilet needs (55)			
Moving around indoors (56)			
Washing, bathing and teeth (57)			
Dressing and undressing (58)			
Eating and drinking (59)			
Medication and treatments (60)			
Seeing (61)			
Hearing (62)			
Speaking and communicating (63, 64)			
Fits, blackouts, seizures or hypos (65)			
Supervision during the day (66)			
Extra help with development (67)			
Help at school or nursery (68)			
Hobbies and social activities (69)			
Help during the night (70)			

Bad days this week: _____ out of 7

WEEKLY SUMMARY: QUESTION 70

The night, item by item

Question 70 asks about seven kinds of help at night. For each one it asks how many nights a week, how many minutes each time and how many times a night.

AT NIGHT, HELP OR SUPERVISION TO	NIGHTS A WEEK	MINUTES EACH TIME	TIMES A NIGHT
Get into, get out of or turn in bed			
Get to and use the toilet, manage nappies or pads			
Have treatment			
Settle or re-settle			
Supervise: unaware of danger or may harm themselves or others			
Supervise: may wander about			
Supervise: behavioural problems			

Using the diary on the form

- Questions 54 to 69 ask how often each day your child needs help and how many minutes it takes each time. Copy your usual numbers across and write 0 where no help is needed.
- Question 42 asks whether your child's needs are the same on most days or change from day to day. Your count of bad days helps you answer it.
- The more information boxes are question 53 (standing and moving around), question 72 (daily living and care needs) and question 89 (anything else). Use real examples from the diary there: what happened, how long it took and what would have happened without your help.
- If a box is too small, carry on at question 89 or on a separate sheet with your child's full name, date of birth and National Insurance number on it.
- Question 71 asks when your child's care needs started. A rough date is fine if you cannot remember the exact one.
- Keep the comparison in mind: DLA looks at how much more help your child needs than a child of the same age who does not have a disability.

Ready to fill in the form? DLAexpert can write one area of it for your child free, question by question, in the form's own order: www.dlaexpert.co.uk