**Logo

Description automatically generatedEarly Help Case ref:**       **FAMILY NETWORK MEETING Date:** 12.8.23 &

11.09/23

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| --- | --- | --- | --- | --- |
| **Family Details** | | | | |
| **Details:** | **Child 1:** | **Child 2:** | **Child 3:** | **Child 4:** |
| **Name:** |  |  |  |  |
| **Date of Birth:** |  |  |  |  |
| **Parent/Carer** |  |  |  |  |

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| --- | --- | --- | --- |
| **Lead Professional Details** | | | |
| **Name:** | **Tel no:** | **e-mail:** | **Job title:** |
|  |  |  |  |

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| **Family Network attendees**  (To include the family, family friends and support identified on the assessment) | | | |
| **Agency** | **Name** | **Contact Details** | **Attended? Y/N** |
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**Tips*:***

*If parents do not attend, the meeting must be cancelled or renamed a ‘multi-agency meeting’. This will be when professionals have concerns and/or step up to social*

*care needs to be discussed. (Note: Concerns/step up can be discussed at any stage and not just in this meeting)*

*Older children can attend meetings. To be considered case by case (dependent on child’s maturity and nature of the discussion). An advocate may be appropriate.*

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| **FAMILY NETWORK PLAN** | | | | | |
| **What needs to happen?**  (Action) | **What will this mean for our family? How will it help?**  (Impact) | **Who is going to help me/us achieve this?**  **When will this happen?** | **Achieved?**  **If not, why not?** | | **Next steps**  (Who is going to help us longer term?  How will we keep these changes?) |
|  |  |  | Yes  No  Date: |  |  |
|  |  |  | Yes  No  Date: |  |  |
|  |  |  | Yes  No  Date: |  |  |
|  |  |  | Yes  No  Date: |  |  |
| **Think SMART – Specific, Measurable, Achievable, Realistic and Time bound**  **Specific**: clearly state what is to be achieved **Measurable**: how do you know it’s been achieved? **Achievable**: Will agencies and families be able to fulfil the outcome?  **Realistic**: Has it been aimed at the right level for the family? **Timed**: the target will be met within a given period, e.g., 2 weeks. | | | | | |

**Top Tips*:***

* In the first meeting, only the first three columns are completed. In the review meeting, the last two columns are updated and new actions are added in the rows below and so on so you have one working document.
* Add new rows if needed but remove any completed actions to avoid overwhelming the family.
* The plan is a record of needs, actions, and responsibilities. It is a tool for managing risk.
* Ensure the plan identifies and tackles the cause rather than only tackling the symptoms. This ensures sustainability.
* Remember your relational practice. Empower the family. Work ‘with them’ and not ‘to’ or ‘for’ them.
* If new worries are discussed in the meeting, revisit and update the assessment to reflect them. The plan should also address the new worries. Don’t forget to submit your new updated assessment to the front door along with your plan.

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| **Voice of the family**  What has made the biggest difference since the assessment/last meeting? What could go better? Relate to the worries. Use their own words, pictures, and stories. | |
| **Child’s Views:** |  |
| **Parent/Carer’s Views:** |  |

**Scaling Question:**

From the evidence and assessment, on a scale of 0 – 10 where would you place the safety of this child (ren) (O being unsafe – 10 being safe)

Rationale:

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**Tip*:*** *This should reviewed at the end of every meeting. Different professionals may have different scores – give their reasons. Consider what it will take to move up the scale or close.*

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| **Can the assessment be closed?** | |
| **Yes**  Reason for closure: |  |
| **No**  Agreed Review |  |

If closing, please update the Early help Coordinator so the database can be updated. (Please note that closure to BSF does NOT automatically close the EHA)

**Success rating:**

|  |  |
| --- | --- |
| *Tick* | |
|  | 0 – Family did not engage. |
|  | 1 – Step up to Statutory Services |
|  | 2 – Plan or intervention has been undertaken but there has been no impact. |
|  | 3 – Plan or intervention has been undertaken.  Some progress has been made. |
|  | 4 - Plan or intervention has been undertaken.  Most issues have been resolved. Step down to a single agency or universal services. |
|  | 5 – All intervention is completed, and the family requires no further support. |

**Information and data exchange:**

* A copy of this document must be given to the family and all professional attendees within **1 week** of the meeting.
* Watermark copies e.g., family copy, professional copy, school copy etc.
* A copy this document must be submitted to [**childrensfrontdoor@darlington.gov.uk**](mailto:childrensfrontdoor@darlington.gov.uk)
* We no longer accept handwritten or PDF plans.