**Supervised Family Time**

NB this information is to be recorded in ICS Case notes by the Supervising Worker

**Date:**

**Time:**

**Name of Family:**

**Name of Supervisor:**

**Preparation required?**

What preparation was required prior to Family Time, ICS checks, review of referral / risk assessment, telephone calls made to parents / carers before the session, parents checked in / confirmation of attendance.

**Any information received / observations prior to Family Time starting?**

Information as to who arrived first, where they on time, information from SW, parents presentation if arriving early, comments from carer, did the parents need to arrive earlier maybe due to lateness or to be assessed, if you are assessing a parent, are they under the influence of alcohol or drugs, if you have provided transport comment on where you collected the child from and presentation of the child during the journey – any comments made.

**Who attended?:**

Names and relationship to child for all those in attendance

**Initial Greetings:**

How did the parents greet the child, how did the child respond, any affection shown? Where did Family Time take place, did it start on time, interactions between parents and child, anyone else in attendance and how they interacted. How did the child respond.

**Interactions and Engagement during Family Time:**

Where the child’s needs met, was the conversation appropriate throughout the session, any pictures taken by the parents – was this allowed and where there any issues? What activities took place, how did the parents engage, was there a need to intervene? Were the parents attentive to the child, did they encourage play and interaction? Did the supervisor need to show the parents what to do or model play etc.

**Strengths and Positives identified during Family Time:**

Praise, encouragement by parent to child, evidence of engagement, evidence of affection shown. Parent managed difficult questions or behaviour from child. Compliments, positive comments, positive deflection, parent took advice on board and acted on it

**Issues or concerns identified during Family Time:**

Any accidents, any issues raised by parent, any injuries identified, need for completion of body map, did you need to assist or administer support? Did you need to contact the Co-ordinator or SW, did you need to complete accident form, did you need to provide separate report to SW? Was the child distressed? Were the parents failing to engage or on their phone etc. How did you intervene and what was the response?

**Child’s Voice:**

To be recorded and highlighted in blue. Comments and statements made by the child, observations of body language, distress, happiness, behaviour

**Parent(s) Voice:**

Comments and statements made by the parent(s), observations of body language, distress, MH issues, substance misuse, happiness, behaviour

**Extended Family Member(s) Voice:**

Comments and statements made by the extended family member(s), observations of body language, distress, MH issues, substance misuse, happiness, behaviour

**Separation Responses:**

Where did the separation take place, was affection shown on separation, how did the parents and child respond to separation, did you need to intervene?

**Any observations following family time:**

If you are transporting the child, include this in the record and comment on child’s presentation and behaviour during the journey, any comments made, or conversation held. Any updates provided to the carer, for example if the child had been distressed, hurt themselves, what they have eaten, any comments from the carer.

**Analysis of information**

Brief overview on what has happened within the session, highlighting any concerns, issues, accidents, safeguarding reports, positives, developments from previous Family Time sessions, progress made,

**Actions to be completed following Family Time:**

What actions are identified arising from the Family Time session and when will these be undertaken?

**Feedback to Parents**

Has a copy of the session been provided to the parents or their legal representative / Court? Does the parent know they can request a copy of their record if they wish?