***Emergency Referral****\*This is the same process but working up to a 72-hour timeframe and no agenda being completed.*

Referrer contacts by phone to discuss referral. Referral form is then emailed and guidance.

***Internal Referral External Referral***

**FGC PROCESS**

L

Completed referral form received.

Referred via LCS/EHM

FGC duty worker discusses with line manager

Discussion with FGC Duty Worker

**Agenda**: A separate discussion needed to address relevance? At what point completed, if invites not sent. FGC arranged at short notice, if questions/circs not changed, should family do agenda, is this appropriate if family led process for Social Worker to complete, delaying FGC process

**FGC CONVENOR LED PROCESS**

FGC is convened and attended by extended family/support network, children, an Advocate (if used), Convenor and relevant professionals.

FGC identifies the date of the Review- 4-6 weeks, Recorded on LCS (if internal) by Referrer/ Convenor.

**If referrer cannot agree to the plan at the FGC, the referrer will explore and update convenor within five working days.**

Family plan shared within two working days to all attendees.

Copy email of FGC plan to IRO and referrer.

Convenor uploads plan to LCS (if internal).

**SAFEGUARDING**

**If, at any point during the FGC process a worker observes direct or potential harm to a child or young person, they will immediately raise a MARF with the MASH team, notify the referrer by call or email and record note on FGC log AND child’s file on LCS or EHM.If information is passed to one of the FGC team from a third party regarding safeguarding concerns, the FGC practitioner will share this detail and record it on the relevant system (as above) with allocated Social Worker, Early Help Practioner or External Referrer.**

**Emma Jones**

**FGC Co-Ordinator**

Review is held (***if family request one)*** with FGC attendees and the referrer.

Agenda template to be produced to include questions contained within the referral. Any/other further information, amendments to the referral to be identified within the agenda.

Convenor works with family and considers Advocacy, venue, dates and time within 6-8 weeks timescales. (consideration given with exceptional circumstances). Voice of the Child work carried out (where appropriate).

(Guidance form to be emailed)

Dates, times and venues to be recorded on LCS/EHM (if internal) by referrer/ Convener. Agenda uploaded to LCS/EHM

***NB\* FGC will not take place until the agenda is completed***

Convenor uploads review plan onto LCS/EHM (if internal). Email referrer and IRO with a copy.

FGC Co-Ordinator declines referral on LCS (or directly with external referrers). ***Email sent to referrer with explanation.***

**If family decline FGC, a brief case note will be added to LCS/EHM (if internal). Email referrer about closure.**

**Closure letter sent to family.**

Convenor shares review plan with family and informs of closure.

Explore whether a further review is required (exceptional circumstances only).

Agree date, time and venue.

Convenor contacts attendees and referrer to confirm review.

Agenda completed to reflect any changes.

**Should further review not be required:**

***Convenor contacts appropriate person with PR (relevant to FGC)*** and made aware of the content of referral and explore if further information is required. (Note to LCS/EHM added, if internal).

FGC Co-ordinator allocates to Convenor

If referral accepted on LCS- *(consent should have been gained verbally or by signature)*

Convenor records on LCS a brief case note of initial meeting/discussion with family (If internal).

FGC Process V1.1  
Jan 21

**SOCIAL WORKER/REFERRER  
LED PROCESS  
(TO INC.  
COLLABORATION  
WITH   
FGC CONVENOR)**

Agenda approved and signed by the referrer within 5 working days after preparation work with family has concluded. Date for FGC is then arranged.

Convenor circulates Agenda to attendees identified for the FGC.

Agenda to be included within the invitation letter for the FGC to commence.

**FGC CONVENOR  
LED PROCESS**

**REFERRAL PROCESS**

Is the referral accepted?

No

Yes

FGC Referral is made through Liquid Logic:

Open up Child’s Profile

Click on the Forms Tab

Click ‘Start New Form’ and scroll to ‘Family Group Conference Referral Form’.

You will then be able to complete the referral form and send them across to FGC to be screened and allocated. *\*If you have any issues or unsure, feel free to contact the duty number for guidanc*e **Ext: 3111**

Once Referral is Completed

*\*Someone from FGC might call you or send the referral back if something needs to be changed or adapted\**

FGC Allocation

The convenor will send you an email to inform you when it is allocated. They will also add a brief note on Liquid Logic also.

A conversation between the referrer and convenor is often useful at this stage to discuss the process and clarify the referral form which will be shared with the family.

FGC Preparation

Once allocated, the convenor will explore the support network and call/visit all participants and prepare them for their FGC.

Prior to the FGC

The agenda document needs to be completed before the FGC can take place. The agenda is a shortened version of the referral form which gives you a chance to include any new or relevant information since the start of the process.

The agenda will be completed by the referrer but with support and guidance provided by the convenor.

Once completed, the agenda will be sent out with the invitation to all participants and the FGC can go ahead.

\*We try and be flexible when arranging the FGC to accommodate any commitments within the family\*

FGC on the day

**Introduction and Information Sharing**

The referrer is expected to attend at the start and at the end of the FGC. The referrer is expected to share the information from the referral form with the family at the start.

Brief family history

Family strengths

Worries and concerns

Bottom line requirements

The questions will then be read out that will form the basis of the family plan.

The family will then have an opportunity to ask you any relevant questions that they have before you leave the meeting/call for them to create their plan.

**Private Family Time**

Family have this time to create their plan. The convenor may stay in the meeting if there are any challenging dynamics or tension in any relationships.

**Proposal of Family Plan and Review**

You will then be invited into the meeting afterwards and the family will present their plan. You will then be expected to accept and agreed to it if it is safe and legal to do so.

We will then look to schedule a review meeting if the family would like one.

After the FGC

The convenor will then type up the family plan and circulate copies to all participants by email or post. The convenor will also upload a copy onto Liquid Logic.