



Family Safeguarding Guidance for Social Workers and Team Managers



Introduction

[Family Safeguarding](#) is a **strengths-based** approach that focuses on supporting parents and carers with the aim of keeping children safely within their families.

This is achieved through a collaborative way of working that encourages parents and carers to identify the changes needed within their own families. This approach will help us achieve better outcomes for children in West Sussex by reducing the need for children to come into care.

The principal of [proportionate recording](#) is significant to the Family Safeguarding Model, freeing up practitioner time to work directly with families to enable change. This will be a journey as this requires a cultural shift in thinking about what we need to record and how.

Within the Family Safeguarding Service, social workers use neither the Child in Need Visit, Child Protection Visit or Children We Care Visit Episodes, nor general case notes, because all recordings are captured within the Family Programme and Workbook Summaries.

The team manager, service manager and head of service will use case notes to record Management Oversight.

Workbook Summaries and Supervision

Each involved worker, including the social worker, uses their own **Workbook Summary** to record their activity with the child between supervisions. This will include records of relevant emails, notable telephone calls, dates of visits and will also cross reference to the relevant sections of the **Family Programme** and the work undertaken by the practitioner. The expectations surrounding timeframes for recording within the Workbook Summary are aligned with our [Practice Standards](#).

A **pro-forma Workbook Summary** can be found [here](#).

The Workbook Summaries form the basis of the discussion during Group Supervision. Two days before supervision takes place, the Workbook Summary should be completed by the practitioner and sent to the team manager. Each practitioner will bring their analysis to the Group to consider different hypotheses and impact of interventions and to agree SMART actions following supervision for the next period of work with the family.

The Family Safeguarding Supervision Record is then completed within this episode workflow.

A **Group Supervision** Toolkit and good practice examples of group supervision records can be found [here](#).

Family Programme

The Family Programme is located within the same episode as the Workbook Summary on MOSAIC. It is the framework for direct work with children and families, using motivational interviewing techniques. This comprises of eight modules that guide direct work with the family,

coordinated by the social worker. The social worker will record their own interventions within the Family Programme. The social worker will also summarise the interventions undertaken by the Child and Family Worker and any relevant Family Safeguarding Adult Specialist Worker and their impact within the Family Programme.

The Family Programme serves as both an assessment and intervention programme.

The one **Family Programme remains open** throughout our involvement within the Family Safeguarding Service. Modules 1 to 6 of the Family Programme will pull through to the next Workbook Step opened following Group Supervision. When required, the Family Programme can be used to create an assessment, as detailed in the section on assessment below.

Although the expectation is that there is only one Family Programme open, there may be occasions where two Family Programmes are required, such as separated parents who do not give consent for their information to be shared with the other parent. The Workbook Summary Episode does allow for additional Family Programmes within the same step, for these instances.

Modules within the Family Programme:

Module 1 *Why are we involved?*

The aims are to:

- Explain why we are involved.
- Provide an opportunity to support parent/carers to understand and contribute to their child/ren's plan.
- Start to build a relationship that will support partnership working.

It is expected at the first joint handover visit with the social worker from Assessment and Intervention Team that there is an exploration of why we are involved and a [Support and Assessment Planner](#) is completed with the parents to agree the schedule of visits and purpose of each visit; also to address the identified actions within the Child Protection or Child in Need plan.

Module 2 *Parent and Family History*

The aims are to:

- Gain a more detailed understanding of parental and family history and how this may have influenced their current lifestyle, parenting capacity and family functioning.
- Identify significant events that have had an impact on the family. Identify the family's values, identity, and culture.
- Identify positive and negative family friends supports.

Aligned with our [Working with Cultural Competence and Cultural Humility Practice Guidance](#), as part of the work for this module we would expect the social worker to engage with the parents to complete the family's [Cultural Genogram and their Ecomap](#). We would also expect a [Family and Friend's Network Meetings](#) be held to consider who in the network can provide support to the family.

Module 3: Parent's Understanding of the Impact of Behaviour

The aims are to:

- Allow the parent/s an opportunity to explore and gain understanding of the impact of their behaviour and lifestyle on their child/ren.
- Support parental needs to effect change in behaviour.
- Identify any barriers and what support they feel they need to sustain change.

Module 4 : Direct work with children

The aims are to:

- Form a relationship with the child/ren.
- Build a profile of the child/ren.
- Clarify the child/ren's understanding of Children's Services' involvement and their views.
- Gain an understanding of the child/ren's lived experience from their perspective and how these impact upon them.
- Build child/ren's self-esteem and emotional resilience.

Module 5 Parenting Capacity (Part 1)

The aim is to:

Gain an understanding of parent/carers' capacity to meet the child/ren's needs:

- Basic Care
- Health
- Ensuring Safety
- Guidance and Boundaries

Module 6 Parenting Capacity (Part 2)

The aim is to:

Gain an understanding of parent/carers' capacity to meet the child/ren's needs:

- Emotional Warmth
- Stability
- Stimulation and Education

Module 7 Analysis and Recommendations

The aims are:

- To provide a critical and analytical overview of all the work undertaken with the family and information gathered.
- To explore whether changes been made and what is the next step?
- To review the child/ren's plan.

Module 8 Parent's Comments and Views

The aims are:

- To gain views from the parent/carer(s) and children on what they think has changed, why and what they need to sustain this.
- To ascertain feedback from the parent/carer and children of their experience of the support provided.

Modules 1 and 2 are generally static modules and will not see any real change or addition. Module 3 may change as the parents move through the cycle of change. **These three initial modules should be completed within the first two to six weeks of introduction and intervention.**

Modules 4, 4a, 5 and 6 are likely to grow and develop over time. We are likely to see more input into these the longer we work with a family. Module 4 should have direct work completed by the social worker and may start to build from the initial visit. There should be a record of our work with the child(ren) recorded within module 4 by the end of our first six weeks of introduction and intervention (at a minimum, in most circumstances this should be recorded from the first visit).

Modules 5 and 6 should include input from the adult worker interventions, summarised by the social worker. Again, we may see little or almost completed modules, dependent upon when we are reviewing the records.

Module 7 and 8 will only be completed once the workbook is ready to be signed off as a completed assessment. This could be ahead of any key decision-making including step up or down of a case, or for filing in line with court timescales. We should be able to see some direction around this within the supervision records. There should be a corresponding Management Oversight case note from the team manager to confirm the date this has been read and outcomes agreed.

Further guidance on the Eight Modules, Aims, Outcomes and Questions for Consideration can be found [here](#).

Expected Key Points for the Family Programme to be used to provide an assessment.

All children and families transferring from our Assessment & Intervention service will have a completed [Child and Family Assessment \(CFA\)](#). The Family Programme should build upon the completed CFA and work undertaken with the family.

Within the Family Safeguarding Service, all [assessments](#) are undertaken using the Family Programme. The expectation is that there will be a completed Family Programme:

- Prior to the 2nd Child Protection Review Conference,
- Prior to the 9-month Child in Need Review,
- Following any significant change within the family,
- A minimum of yearly intervals thereafter.

For children who transfer into West Sussex, the [CP Transfer in from Another LA Flowchart](#) is to be followed with completion of a safety plan within the CFA document, cross referencing to the outgoing local authority's report to the Child Protection Conference.

The Family Programme would then be completed at the point of closure to the Family Safeguarding Service and a final Family Programme will then be created.

Following the completion of the Family Programme, as an assessment, the Family Programme will pull through Modules 1 to 6 into the next Workbook Summary Episode. Modules 7 & 8 will not pull through because the analysis and parents views would be time specific for the completed Family Programme.

Examples of completed Family Programmes can be found [here](#).

Core Group Records and Social Worker report to Review Child Protection Conference (RCPC)

To support proportionate and analytical recording, the Core Group Record also is used as the Social Work report for RCPC. The expectation is that a core group is held a maximum of three weeks prior to conference and the Core Group Document on MOSAIC is then the report for conference. To support the effectiveness of Core Groups, a [Core Group Checklist](#) has been created.

A pro-forma on the Core Group Record can be found [here](#).

Resource Library for Family Safeguarding

The use of Motivational Interviewing tools and techniques is foundational in using the Family Programme in our interventions with families. The resource library of tools and using motivational interviewing can be found [here](#).

Within this library there are also resources to support managers in inducting new team members within the Family Safeguarding Service.

MOSAIC Documents of each child's electronic file:

Within the Family Safeguarding Service, we will expect to see the following separate documents, within the Documents Section on MOSAIC:

- Child and Family Assessment completed by Assessment and Intervention Service
- At least one of these plans:
 1. Child in Need Plan
 2. Child Protection Plan
 3. Children We Care For Care Plan.
- Workbook Summary (One for each period between supervisions, aligned with our [Supervision Policy](#))
- Family Programme
- Group Supervision
- Chronology
- [Case summary](#) every three months
- At least one of these reviews:
 1. Child in Need Review
 2. Child Protection Conference Report and Core Group Minutes
 3. Children We Care For Care Statutory Review

Practice Guidance for Adult Specialist Workers

The Practice Guidance for the whole of Family Safeguarding Service can be found [here](#).

The Practice Guidance for working with Domestic Abuse Officers can be found here [here.](#)

The Practice Guidance for working with Drug and Alcohol Practitioners can be found here [here.](#)

Review / Contacts / References	
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