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| **Title** | **Family Programme glossary-Guidance** |
| **Purpose** |  |
| **Updated by** | **Janet Jones** |
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**Family Programme Guidance**

**Who has a Family Programme completed with them**

All families being supported under Child in Need (CiN), Child Protection (CP) or Child Looked After (CLA) in Family Safeguarding Team (FST), those families within the statutory part of the Adolescent Service, as well as families in CWD teams being supported under a Child Protection Plan or under Child in Need (where there are parenting concerns.) The outcome of the programme is a record of the intervention, clearly identifying their strengths, needs, support given, and overall work completed, with on-going analysis throughout.

The Family Programme is **consent** based work and highlights the importance of language and using Motivational Interviewing within the Family Programme.

The Family Programme allows for on-going analysis of parenting capacity and there are key points when the programme is utilised as a **Parenting Assessment.**

* **Public Law Outline –** when in PLO, the Family Programme is recorded in the modules in workbook and will be shared with families at the relevant stages as a Parenting Assessment.
* **Care Proceedings –** if progressed to care proceedings the Family Programme intervention is recorded in workbook and shared with the family and Court as a Parenting Assessment at the relevant stages of proceedings

**On-going analysis –** there should be a running analysis as you work through the programme. Anytime information is recorded within an individual module use the drop-down analysis box to explain what the piece of work currently means for the family. For example, *Module 1 – Why are we involved? - “I feel parent was not really understanding fully why we are involved; I will revisit this at a further visit.”* In addition to each module, analysis is required when updating summaries and supervision. This helps to build a picture of the impact of the current work and highlight the change and progress over time.

Before any change of plan ie: CiN to CP, CP to PLO/Court, CP to CiN or CiN to close update Module 7 with your current analysis and recommendation for the change. You are expected to draw from the on-going analysis that you will have recorded over time within the individual modules, 4 weekly summary and/or supervision analysis.

**Sharing the Family Programme with parents/child/ren**

The Family Programme must be shared with the parents and child/ren (age appropriate) at various stages of our work with the family.

**Child in Need Plans**

When positive changes have been achieved and it is assessed as appropriate to end our involvement or step down to Early Help with a clear understanding of “what next planning”, what continued support could the family need and from who ie: their support network/Early Help.

* Ensure your analysis and recommendations are completed in Module 7, download the Family Programme into a word document. Share the document with the family, obtain and record their views (module 8).
* Save the final version to Wisdom and give parents a copy before closing/ending our involvement.

**Child Protection Plans** **– stepping down to Child in Need Plan**

When positive changes have been achieved, there is no longer evidence of harm, and it is assessed as appropriate to step the family down to Child in Need, Early Help or closing if no consent.

* Ensure your analysis and recommendations are completed in Module 7, download the Family Programme into a word document. Share the document with the family, obtain and record their views (module 8).
* Once shared with the family and a Child in Need Plan consented to, you can save the draft assessment to Wisdom clearly dated for the time period it was undertaken, then clear the modules content and continue with the Family Programme now linking the next piece of work to the Child in Need plan.

**Child in Need Plan progressing to Child Protection Plan**

* The Family Programme must be underway and clearly evidence a balanced view of the strengths, support offered and any on-going worries if no progress has been achieved under the CiN plan.
* Ensure your analysis and recommendations are completed in Module 7, clearly documenting your reasons to progress to a child protection plan and the future focus of your work with the family. Download the Family Programme completed to date into a word document. Share the document with the family along with the C&F which will be your report to ICPC.

**Child Protection Plan progressing to PLO/Care Proceedings**

* The Family Programme must be underway and clearly evidence a balanced view of the strengths, support offered and any on-going worries if no progress has been achieved under the Child Protection plan.
* Ensure your analysis and recommendations are completed in Module 7, clearly documenting your reasons to progress to PLO and the future focus of your work with the family. Download the Family Programme completed to date into a word document. Share the document with the family, obtain and record their views (module 8).

**Downloading the Family Programme Modules**

The Family Programme modules will download as a word document (parenting assessment). **Only** the modules will be downloaded, it does not include supervision notes, adult practitioner /FSW/YP summaries, or social worker summaries. Once downloaded into a word document you share with the family.

A draft document can be downloaded at any stage of your involvement and is useful to review the work completed at various stages.

**Final Version of completed Family Programme/Parenting Assessment**

The final version of the Family Programme whether as a record of the intervention completed or as a Parenting Assessment must include a clear overall analysis and recommendations (module 7) and the family’s views (Module 8). Once downloaded and shared with the family it should be saved on Wisdom in the Family Safeguarding section clearly stating the timeframe the work was completed in.

If the family are opened again then the modules used previously can be cleared and a further assessment completed.

Any parenting assessment within care proceedings must be completed using the Family Programme and not a standalone document.

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**Family Programme Glossary**

**Family Programme** – is a guided multi-disciplinary assessment to be completed with the family. The Family Programme ethos is that Social Workers and other Practitioners (including Adult Practitioners) work in partnership with families, “doing with” not “doing to”. The Family Programme is an active intervention that allows you to capture and analyse the progress of the family.

**Multi- Disciplinary Team (MDT) Adult Specialist Practitioners-** in,Mental Health, Substance Misuse, Domestic Abuse Practitioner (IDVA) Domestic Abuse Officer (Probation). Our MDT are an integral part of the Family Programme, there is a consultation process and when involved they must be invited to group supervision so there is sharing of information, expertise and joint decision making.

**Modules** – the Family Programme is broken down into 8 modules of focused work/intervention to be completed, each module has supporting tools and worksheets to guide practitioners and families.

**Workbook** – workbook is the recording tool that sits in LCS, for all practitioners working with a family to record their interventions in one place. This is a Family Workbook, all children and adults must be included in one workbook.

**Supervision** – supervision is held every 4 weeks on all families whether as a group supervision (with adult/FSW/YP practitioners) or a family supervision (no adult/FSW/YP practitioners). The supervision form in Workbook must be used.

**Case notes**

**Language –** although we use the word case notes on LCS as where information is put, when we refer to Children and Families, please don’t refer to them as “cases”, they are children or families. Cases are something we pack to take on holiday, we don’t pack our children and families we work with and take them on holiday! So instead of caseload, replace with - the number of children or families we are working with.

**Statutory visit -** case notes should only be used to show a statutory visit has been undertaken, (KPI). Then in the “work undertaken” section of the social worker summary, put the date of the visit and which module the detail of the visit has been written up in.

**Management oversight** – Managers will continue to add management oversight through case notes.

Case notes are used by all other teams such as Business Support, EDT, Assessment, CLA, etc.

**Emails**

Only relevant emails should be summarised in the work undertaken section, with the date, who from and a summary of relevant information.

Do not copy and paste whole email trails including the email addresses/footers into workbook.

If relevant emails are to be saved, then save to the Family Safeguarding section in Wisdom An Email folder in Wisdom with the Family Safeguarding Section is now available.

Do not save email trails to Case notes. Business support can also assist with saving emails onto Wisdom.

Practice Development Team