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**Family Programme Guidance – Adolescent Service**

All families being supported under Child in Need (CiN), Child Protection (CP) or Child Looked After (CLA) in the Adolescent Social Work Teams.

Whilst it is recognised the current Family Programme modules are not necessarily focused enough on assessing the impact on the young person of harm outside of the home, it is the content you put into the modules in workbook that is key, headings can be added within the write ups to show the work you are completing/situation.

Any family being supported in the Adolescent Social Work part of the service whether on CiN, CP or CLA plan must record all visits, interventions/communications and supervision within the workbook.

Any other practitioners working with the young person and family should record in workbook in the Child Practitioner summary.

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.

**Harm outside the home**

Although the focus of your work may feel to be just with the young person, they have parent/s, a family network, a family history and possibly siblings. It is important to work through the Family Programme to fully understand and assess the family history, relationships, background and how parents/carers are caring for their child/young person.

If in some areas of the assessment there are strengths, ie parents are seen to be doing all they can to safeguard but the pull for the young person is outside of the home, then document those strengths and how parents are working with you, what they are doing within the modules. If the situation changes, then you can revisit the relevant module, this is an ongoing assessment.

There will be families where they are doing everything they can, there will also be families who are not so committed, not raising concerns, not supporting their young person and there must be some assessment of this to fully understand how that young person is being impacted both from external factors and from home life.

There will be family relationship breakdowns, reunification etc, if we have not assessed the parents then how will we know it is safe and appropriate for that young person to return home and what intervention is needed to facilitate this. This can be cross referenced with the Reunification Assessment.

**Supervision –** Where there is more than one practitioner working with the young person and family, group supervision is essential, sharing the information, reflections and analysis of where the family/YP are at, what support is needed and the plan going forward with clear management oversight and direction. Supervision is held every 4 weeks.

**Analysis is key**, looking at a family history, relationships, outcomes for older siblings or assessing a family in relation to breaking the cycle before younger siblings become adolescents is vital in our assessments.

**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, what is your hypothesis following your interactions and interventions. 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 using analysis in each module, analysis is required when updating 4 weekly summaries and in supervision. This helps to build a picture of the impact of the current work and highlight the change and progress over time. All practitioner summaries need to be finalised each month and a new one then started.

Before any change of plan ie: CiN to CP, CP to PLO/Court, CP to CiN or CiN to EH or 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, your 4 weekly summary and/or supervision analysis.

**Workbook**

All social workers must complete the LCS Workbook training, booked via Olive.

All social workers and managers must attend the Family Programme Workshop, booked via Olive.

Social workers use the social worker summary, work undertaken section to record all involvements with the family, signposting to where relevant information has been written in full ie Module 4 for direct work.

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Relevant emails should be summarised with date, name of sender and summary of the information, and any calls, texts, meetings etc. At the end of 4 weeks, the social worker completes the outcomes and analysis section of their summary, this should be done a few days prior to supervision and finalised. Then start a new summary and continue recording for the next 4 weeks. The outcomes and analysis will be pulled through into the supervision form by the manager, this needs to be concise, focus on what you have done for the last 4 weeks with the family/yp, how are they doing, strengths, needs, support and what is your plan of work for the next 4 weeks.

**Child Practitioner Summary**

Any practitioner working with the young person/family should record in workbook in the Child Practitioner summary.

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Whilst there is only one summary, there can be more than one person recording in it, clearly state within the summary who has recorded what and date. The practitioner can also be delegated a module to record in.

At the end of 4 weeks, each practitioner can complete a short summary of their work within the outcomes and analysis box, just clearly stating who has written that part and that will be pulled through into the supervision.

Tip – be concise, focus on what you have done for the last 4 weeks with the family/yp, how are they doing?, strengths, needs, support and what is your plan of work for the next 4 weeks.

In order to easily share this one child practitioner summary, all involved should give access to their LCS trays to each other, then whoever needs to write their information in can pick up the summary from someone else’s tray (this is rather than delegating back and forth and means the summary is available even when another person is on leave etc)

**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/Family Support Workers/Youth Practitioners and specialist 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),** consists of Social Worker, Team Manager, Family Support Worker/Youth practitioner and **Adult Specialist Practitioners-** in,Mental Health, Substance Misuse, Domestic Abuse Practitioner (IDVA) Domestic Abuse Officer (Probation). Our adult specialists 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, there are a number of tools already available in teams to support this.

**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 Practitioner summary, put the date of the visit and which module the detail of the visit has been written up in. No visits should be written in detail in casenotes, these should be in the Practitioner Summary and/or relevant module. Information from the visit needs to be recorded in the workbook before the referencing casenote is added.

**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.