Family Group Conference Process Flowchart for Referrers



Referral submitted and allocated

- FGC TM will review each referral.
- Allocations are completed on Mondays.
- Family will be allocated to an FGC coordinator if the referral meets thecriteria, a consultation has been held with the family and they have agreed to the FGC.

Week 1 - 5
Preparation

- The FGCC will arrange to meet with the family and the children to gain their views.
- The FGCC may need to liaise with you regarding planning the meeting details, challenges in working with the family or any general questions.
- The FGCC will explore the family's wider network and contact each member to prepare them for the FGC.
- The FGCC will liaise with the family about concerns they have, confirming details such as date, time and venue.
- We will need to you to update us on any major changes, changes in worker etc...

Week 4-6
The meeting

- The expectation is for you to attend the meeting for information sharing and agreeing the plan.
- The FGCC will chair the meeting and you will be asked to give a summary of the current situation, your involvement and the concerns or children's services.
- You may need to answer any questions the family may have, respond to requests for support and confirm that the family's plan addresses the concerns.
- The FGCC will write up the plan and send to the family and necessary professionals.

Review
Approx. 12
weeks post FGC

- The expectation is for you to attend the review approximately 8 -12 weeks after the FGC meeting depending on the needs of the family.
- The FGCC will have no other involvement with the family between the FGC meeting and review meeting.
- In this time, we will need to know if there have been any major changes that affect the plan.
- The FGCC will contact you prior to the review for an update.

FGC23 Referrer Flowchart

AD: Tom Stevenson Date: January 2025 Review Date: January 2027