

Pathway and Practice Standards for Family Support Work (FSW) as part of supporting children who are in Need, subject to Child Protection Plans or Children in Care

Family details and brief information provided to allocation Business Support Officer (BSO) by Friday each week for the subsequent week's panel. BSO sends out to all.

Family Support (FS) Co-ordinator reads last social work (SW) assessment and supervision note prior to Allocation Meeting for all relevant families.

Family agreed for joint work with FS and / or parenting worker at Allocation Meeting. BSO updates tracker.

FS Co-ordinator records initial Early Help (EH) management footprint on LCS and **allocates within five working days of allocation meeting**. FSW assigned as second worker on LCS.

Joint SW and FSW visit to family **within five working days of allocation**.

A further EH management footprint outlining an **initial SMART 8-week FSW action plan is placed on file within 10 days of allocation** covering

- **FSW worker allocation date**
- **Date of initial joint visit and reflection on visit**
- **What's working well?** *Draw on recent assessment, relevant scaling tools and initial visit*
- **What are we worried about that the FSW has been asked to work on?**
- **Parent's views**
- **Child/ren views and presenting issues for them** *Parent's views, our observations and direct work with children*
- **FSW Actions** *Number of visits a week/when, what are we doing each week (SMART), who is doing what, including social worker if needed*
- **Review Date** *Can be within 4-8 weeks but not exceed 8 weeks. Next review date is week beginning xx*

FSW attends relevant core groups and/or reviews during their involvement making a specific EH case note of their attendance. SW will maintain records of core groups and reviews as usual.

Follow usual standards for case notes and supervisions. FS Co-ordinator records supervision on LCS using EH supervision case note.

If a further four weeks of actions are needed, initial action plan should be updated and recorded on LCS.

Work beyond 12-weeks can only be agreed after discussion at Allocation Meeting. FS Co-ordinator is responsible for adding the family to the agenda for discussion before the 12-week point is reached.

When FS work is completed, the FSW completes a case note on LCS to close their involvement. This should cover

- **Family Support provided** *Have we achieved what we agreed in FSW action plan – be specific to each element of the action plan.*
- **Impact on the child/ren of work completed** *Parent's views, our observations, direct work with children, information from other agencies*
- **Parent's views on the work undertaken** *Do they think we have made a difference?*
- **Social worker's views on the work undertaken**