

# Completing the Family Plan

## Overview

The purpose of the Family Plan is to enable family and professionals (Team Around the Family) to plan together how best to meet the short term and long term priorities identified within the assessment to address the family's needs. The Family Plan should be used regardless of whether there is a single agency or multi-agency response.

The Family Plan template is available at [www.cambridgeshire.gov.uk/thinkfamily](http://www.cambridgeshire.gov.uk/thinkfamily) and should be used by all services who are working with families in Cambridgeshire. For users of the County Council One system the plan will shortly be available in an exemplar format

## Planning for outcomes

The Family Plan has been designed to enable the Team Around the Family (TAF) to identify how they will know if the work they are doing has been successful. Clarity around outcomes and measures helps the TAF to work towards common aims, understand what is realistic for the family and to know when the work is completed.

In Cambridgeshire there is a shared outcomes framework (available at <http://www.cambridgeshire.gov.uk/thinkfamily>) which provides sample measures against 5 main outcomes which professionals can draw from when completing their Family Plans.

The 5 main outcomes are:

- Children are ready for and attend school, and make expected progress
- Adults and young people have the skills, qualifications and opportunities to succeed in the employment market and make a positive contribution
- Families enjoy good physical and mental health and have a healthy lifestyle
- Families are protected from harm and neglect and are provided with support with their problems before they become too difficult to manage, increasing their resilience
- Families contribute to the community and are not engaging in anti-social

## Review and closure

It is expected that the TAF should meet at regular intervals and at a frequency which is right for the needs of the family but no less frequently than once every 3 months.

At the review meeting it is expected that there is reflection by all in the TAF around how the support is going, what is/isn't working and whether the outcomes have been achieved. During the meeting the plan should be reviewed and updated.

If the Lead Professional is changing, the Family Plan should always transfer to them to continue and the reasons for the change be reflected in the Plan.

After each review, the updated Family Plan should be stored on the County Council's One system. Lead Professionals must take responsibility to ensure this is done either by asking a County Council employee to directly upload themselves to a communication log on the tracking involvement. If there are no County Council employees involved the plan should be sent to the Early Help Hub.

When all of the work has come to an end, or the TAF agree that a Family Plan is no longer needed, the family should be informed in writing by the Lead Professional and the final plan should be stored on One and the Early Help Hub informed that the Plan has closed.

# Completing the Family Plan

Cambridgeshire Family Plan and Review			Date of meeting:	
			Date of next meeting:	
			What kind of Plan is this? (Early Help/Child in Need/Child Protection?)	
			What kind of meeting is this? (TAF/CIN/Core Group/CP Conference?)	
Who does this plan belong to? (list all family members)	Full Name	Date of Birth	Visiting arrangements (if appropriate as part of the plan)	

Who should be in this meeting? Children, Young People, Adults, Professionals and Volunteers. Add rows as required.

Full name	Family Member or Role/organisation	Contact details	Lead Professional?	Invited?	Attended?	Report received and shared in advance?	If didn't attend or send report, why?

Why are we here?

The overarching needs of the individuals within the family. These should be formed / summarised from the assessment and framed as a need rather than problem.

The actions which need to be undertaken to progress the family towards achieving the outcome with a named individual attached to each action and timescale for achieving them. There should always be family actions included here.

The outcomes of the intervention generated with the family, from a combination of the priorities identified through the assessment, and input from the professionals. For each action in the plan there should be a corresponding measure identified from the outcomes framework.

Outline in brief the main reasons that have brought the Team Around the Family, CIN or Core Group together. This is a summary of what we are worried about which may be taken from the assessment.

It may not always be possible for all those working with the family to attend. If this is the case it should be agreed with the Lead Professional how their updates and comments should be shared. This area should be used to explain why this may not have been possible.

Plan			Review: What has changed? Make sure you reflect views of different members of the family and professionals, particularly where they differ	
What are we worried about?	What will we do? (actions, who, when)	How will we know it's worked? Describe using measures taken from the outcomes framework	Please also indicate for each need area the family's view on their progress using the following scale: 1 – Making excellent progress 2 – Making good progress 3 – Things are little bit better 4 – Nothing has changed 5 – Things have got worse	

Most of the sections of the Family Plan are self-explanatory, for those which are less so, please find guidance here.

At each review, the actions should be reviewed and progress noted e.g. school has advised that child A's attendance rate has improved and is now at 70% for the last term. The scoring mechanism should be used to discuss with the family what their view is about progress for each need area. This is a subjective score and not used for any other purpose than to help the family think about and give a view about how the support is helping and how things have changed. It may then help the Team Around the Family to decide if different actions are needed.

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## Summary and Views

Record the views of the Lead Professional and the family on the plan, including a general summary of their thoughts and feelings towards the process so far, how they feel the plan will help them to achieve their outcomes and their view of potential challenges ahead, also include any other comments that the family or professionals working as part of the process find appropriate.

What's working well / any other notes from the review meeting?		What if this doesn't work? What is Plan B?	
Child / Young Person Views <small>To be completed by the child / young person directly if possible, if not by the lead professional and / or parent in conjunction with them.</small>		Signature	Name and Date
Adults Views <small>To be completed by the parent / carer directly if possible, if not by the lead professional in conjunction with them.</small>		Signature	Name and Date
Professionals Views <small>To reflect any differing views of professionals</small>		LP Signature	Name and Date
Decision and category (CP ONLY)			

Record any other notes, particularly where things are working well or significant events discussed in the meeting that it has not been possible to include in the review notes

Record what the family and professionals will do if any immediate plans to manage risk do not work at all or as well as expected. This section does not have to be completed if a Plan B is not required for the family.

Ensure the individual and potentially different views of children, young people, adults and professionals are reflected. This section can be used to record views of those not present in the meeting. There is space provided for family members and the Lead professional to sign the plan if this is helpful to the process, however this is not essential.

## Reviewing the plan

What are we worried about?	What will we do? (actions, who, when)	How will we know it's worked?	Review: What has changed? <small>Make sure you reflect views of different members of the family and professionals, particularly where they differ</small>
		<small>Describe using measures taken from the outcomes framework</small>	<small>Please also indicate for each need area the family's view on their progress using the following scale: 1 – Making excellent progress 2 – Making good progress 3 – Things are little bit better 4 – Nothing has changed 5 – Things have got worse</small>

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## New Plan (after review)

Use this section to create the new plan with any new and ongoing needs as part of your review. Anything that is no longer a worry should not be carried over to the new plan. This plan is copied into a new template for the next meeting.

What are we worried about? (Include new and ongoing needs)	What needs to happen? (actions, who, when)	How will we know it's worked? <small>Describe using measures taken from the outcomes framework</small>

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After the first review meeting the Team Around the Family agree which needs are ongoing and include these along with any new needs and the corresponding actions and measures in the 'New Plan' section. In preparation for the next review meeting the New Plan section should be copied into a new blank Family Plan template.