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 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

<table>
<thead>
<tr>
<th>Cambridgeshire Family Plan and Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of meeting:</td>
</tr>
<tr>
<td>Date of next meeting:</td>
</tr>
<tr>
<td>What do this plan belonging to?</td>
</tr>
<tr>
<td>(all family members)</td>
</tr>
<tr>
<td>Who should be in this meeting?</td>
</tr>
<tr>
<td>(Child, Young People, Adults, Professionals and Others, as required)</td>
</tr>
<tr>
<td>Full name</td>
</tr>
</tbody>
</table>

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.

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.
Completing the Family Plan

Summary and Views

Record the overall view of the Lead Professional on the plan, including agreement or concerns of other members of the Team. This information will be recorded in this section. It will also include any other comments that the Family and/or individual working in part of the plan have appreciated.

<table>
<thead>
<tr>
<th>What's working well? / any other notes from the review meeting?</th>
<th>What it doesn't work? What is Plan B?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Name of Person</td>
</tr>
</tbody>
</table>

Child / Young Person Views

To be completed by the child / young person directly if possible. Note the Lead Professional and / or formal in conjunction with them.

<table>
<thead>
<tr>
<th>Adults Views</th>
<th>Professionals Views</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Name and Date</td>
</tr>
</tbody>
</table>

Ensure 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.

Recording the plan

Reviewing the plan

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.