Our Family Plan (OFP)
Quality and Compliance Guide – Partner Agencies

Ensure that the most up-to-date version of the Our Family Plan is used and once completed please send to the Early Help Support Team. The plan is password protected. The password is ourfamilyplan

Section 1: About this Family
Do not leave any of the checkboxes or appropriate text-fields blank. The assessment number may be left blank if not known.

Section 2: How are we going to do it?

Column 1 - Area of Family Need
This column relates to the six domains for assessment in the Family Needs section of the Early Help (EH) assessment. From the dropdown field, choose one of the following family needs; School Life-Education-Training; Health and Emotional Wellbeing; Home Life and Relationships; Work Life-Financial-Housing; Affected by Crime or Anti-Social Behaviour; Domestic Violence and Abuse.

Column 2 - What are we going to change, improve, or strengthen?
List the areas identified in the EH assessment that need to be changed, improved or strengthened (recorded in the Analysis and Reflection section and possibly the ‘What needs to Happen?’ area of the Family Needs section) and require actions by the family and professionals.

Column 3 - Who will do this, by when and with what support?
Ensure that actions written using SMART techniques and linked to who is supporting them - professional/ community/ family member. Make sure that relevant contact details are stated in the final section of the plan. When the plan is reviewed, column 3 will be used to record any new actions required.

Column 4 - How will we know when things have improved?
List/ describe the measurable indicators that will evidence that the actions in Column 2 have been achieved.

Column 5 - Evidence for how we are doing?
Only use this column at the review meeting(s). Enter narrative to report on the progress of actions from column 3 and describe the current situation.

Column 6 - How are we doing?
At the first meeting this column will be populated with the scores from the Petal Scoring tool completed as part of the EH assessment. At review meetings a score will be selected to indicate the progress made to date for a particular area of family need. (Column 1)

There may be more than one need in a particular domain e.g there may be three needs within the School Life-Education-Training domain. Each need may have a different score which can be individually listed in this column of the O.F plan. If the score relates to the same person in the family, then family and professionals need to agree on one overall score to be inputted into the Petal Scoring tool.
Column 7 - Goal achieved
This column relates to the information contained in Column 3. Professionals/ family’s need to determine whether actions have been completed and choose a Yes/ No/ Partially score.

Column 8 - Outcome achieved
This column relates to the information contained in Column 4. Professionals/ family’s need to determine whether the outcome has been achieved and choose a Yes/ No/ Partially score. It is possible that goals may be achieved without an outcome being met.

Section 3: What progress are we making, is there anything we should be working on, has anything changed?

Child/ Parents/ Professionals Views
Ensure that the views of the child/ young person, parent(s), family and professionals involved in the plan are recorded – these will inform the next set of smart targets. Changes in circumstances can be reflected in new goals being set and these can be recorded on the next plan.

Date of this Review
When the plan is being reviewed enter date of the meeting

Date Family plan amended and shared
This is to indicate that a new plan has been completed and shared with the family and relevant professionals – enter date.

Section 4: We have read and agree with this plan
This section is working within the 3 principles for consent and information sharing.

List who has contributed to the plan - ensure that the child/ young person as appropriate and the parent(s)/ carer agree to the proposed actions.

Kindly note a signed copy must be kept on file with the Lead Professional agency while an electronic version should be emailed to the Early Help Support Team (address provided on the plan) and the other professionals involved.

Section 5: Petals Scoring Tool
Used at the end of each meeting to record overall progress. It is informed by the scores recorded in ‘How are we Doing?’ (column 6), but an overall score is allocated by general agreement.