

# **Our Family Plan**

## **Guidance for Practitioners**



## Overview

The Early Help Assessment is a tool used to discuss and record a family's strengths, worries and aspirations. From this assessment the assessor can identify the family's needs, which leads to a plan to support them, this plan is called the Our Family Plan.

The Our Family Plan is usually drawn up by the assessor, who has completed the Early Help Assessment. The family's needs/worries highlighted in the Early Help Assessment, should be transferred on to the plan. The assessor will recognize the correct professionals, who can support these needs and invite them along with the family to the initial Our Family Plan meeting. At this meeting the Lead Professional is identified, who will work with the family and relevant services to implement and review the plan.



It is important to note, parent/carer, child/young person and significant others should attend and contribute to the Our Family Plan Meeting. It is necessary to engage with them throughout the process to make sure their voices and lived experiences are heard. All involved services should work with the family to find solutions to support their needs. If the child, young person, or family member doesn't want to take part, you are unable to force them.



The key to an effective plan is to focus on the positives. This is a chance to talk about what a family does well, not just their challenges. The Our Family Plan requires an engaging approach with families, placing them at the centre of support, enabling them to identify their own needs through effective conversations; supporting them to tell their own story in their own words, and being key to planning, implementing and sustaining the changes they need.




It is also important that the tasks and actions are SMART – Specific, Measurable, Achievable, Realistic and Timely. The parent/carer, child/young person and significant others should know what is happening at every point and have given their consent. The Our Family Plan meetings are an opportunity to bring the family and those professionals supporting them together to review the action plan, discuss any new worries and look at improvements made. A copy of the Our Family Plans must be given to all family members, significant others and professionals that are involved.



## Practitioners Guidance for Completing an Our Family Plan

Ensure that the most up-to-date version of the Our Family Plan (OFP) is used.

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Early Help - Our Family Plan 201906 


**OUR FAMILY PLAN**

Summary				
Family surname(s)	Address	Date of assessment	Type of assessment used to inform this plan	Date of previous plan

About this PLAN						
Date this plan was created	Plan number	Name of the key worker	Key worker's organisation	Key worker phone number	Key worker email address	Planned review date

Our Family Plan						
What are we worried about (As identified in EHA)	What needs to happen (Actions, Things to do)	By Who	By When	Review progress	Goal achieved	

**Summary Section:** All text fields need to be completed.

Early Help - Our Family Plan 201906 

**OUR FAMILY PLAN**

Summary				
Family surname(s)	Address	Date of assessment	Type of assessment used to inform this plan	Date of previous plan

The 'date of assessment' field will be a fixed date and will need to reflect the date the Early Help Assessment was completed. This date will remain the same on all the plans regardless of how many meetings are held. If this is the first plan the 'date of previous plan' should be left blank.

**About this PLAN Section:** All text fields need to be fully completed.

About this PLAN						
Date this plan was created	Plan number	Name of the key worker	Key worker's organisation	Key worker phone number	Key worker email address	Planned review date

The 'planned review date' should be discussed and agreed at the last meeting. This field should not be left blank unless it is the final Our Family Plan.

**Our Family Plan Section:** The Our Family Plan outlines the worries from the Early Help Assessment, the actions to be undertaken, and by who. The action plan contains a timeframe for the length of intervention, monitoring and review.

Our Family Plan					
What are we worried about (As identified in EHA)	What needs to happen (Actions, Things to do)	By Who	By When	Review progress	Goal achieved

If you are completing the first plan after the assessment then ensure that you put as much detail into the first two columns as possible, using the information from the Early Help Assessment.

Our Family Plan					
What are we worried about (As identified in EHA)	What needs to happen (Actions, Things to do)	By Who	By When	Review progress	Goal achieved

- This is where you record what needs to happen or actions to be completed. When completing this section, be mindful of what the overall goal is for the actions
- Be specific in your wording but remember to write the actions in a way that can be understood by everyone involved
- Ensure that the actions are written clearly and using SMART techniques. Remember to include evidence and impact in your decisions and planning

Our Family Plan					
What are we worried about (As identified in EHA)	What needs to happen (Actions, Things to do)	By Who	By When	Review progress	Goal achieved

- This is where you record who will be taking responsibility for the identified actions
- If the action needs to be completed by more than one professional or agency, ensure this is recorded accordingly

Our Family Plan					
What are we worried about (As identified in EHA)	What needs to happen (Actions, Things to do)	By Who	By When	Review progress	Goal achieved

- This is where you need to consider when the action can be completed by; these can be short- or long-term actions
- Try to avoid using phrases such as, 'ongoing' or 'asap', instead discuss and agree realistic timelines and record these here

Our Family Plan					
What are we worried about (As identified in EHA)	What needs to happen (Actions, Things to do)	By Who	By When	Review progress	Goal achieved

- You will need to record the progress of each action in this column describing the current situation; these should be agreed following the contributions by all involved
- Record the evidence to show the progress and if changes are being achieved. If there has been no progress or change, this should also be recorded, explaining the reasons
- Be specific about what the evidence is, where it was from and how it shows progress or goal achieved

Our Family Plan					
What are we worried about (As identified in EHA)	What needs to happen (Actions, Things to do)	By Who	By When	Review progress	Goal achieved

- Insert the outcome, if the goal was fully, partially or not achieved
- Include the date the goal was achieved

**Voice of the Child, Adult and Professionals Section:**

Voice of the child, adults and professionals	
Child / Children's Views	
Adult / Parent Views	
Key Worker / Professional	

- When capturing the views of family and child(ren), be clear in recording what their views are
- You should ask the family to comment on whether they agree with the details recorded in the plan? If not, why not?
- If there is anything they want to add or change in the Our Family Plan, this should be documented; Changes in circumstances can be reflected in new goals beings set and these can be recorded on the next review plan
- The family can also be encouraged to share feedback about their experience

Voice of the child, adults and professionals	
Child / Children's Views	
Adult / Parent Views	
Key Worker / Professional	

- The ‘key workers/ professionals’ should record their comments with regards to the overall progression of the plan. They should include their views about how they feel the Our Family plan is progressing and if a further meeting is required
- If this is the final meeting, then details of why the plan is ending should be summarised in this section
- Ensure you separate fact from opinions when recording your views and to use evidence where appropriate

**How Well Are We Doing Section:**

How well do we feel we are doing											
	0	1	2	3	4	5	6	7	8	9	10
Enter their initials											

- The scaling tool should be completed by each person involved in the Our Family Plan
- Scaling tool is used to measure the Parent/Carer, Child/Young Person and Key Worker/ Professionals view of current progress of how they feel they are doing at the time
- An overall score using the initials from the Parent Carer, Child/Young Person and Key Worker/Professionals is required
- When deciding which number reflects how well a Key Worker/Professional feels a family is doing 0-10, they can consider the below:



- 1 Family are at crisis point; immediate support required in order to prevent crisis intervention. Not engaged with services
- 2 Immediate concerns still present but family are beginning to engage with services
- 3 Immediate concerns are ongoing, but family are engaging and starting to recognise the need for improvement
- 4 Family are working well to resolve the issues, though concerns are still present
- 5 Family have engaged with services in a meaningful way, improvements have been made
- 6 Family have made significant improvements with ongoing support from services
- 7 Issues may still be occurring, but family are able to recognise and resolve as they arise with reduced support from services
- 8 Family needs are met and may need low level support
- 9 Family are able to resolve issues on their own via signposting and accessing universal services where appropriate
- 10 Family needs are met, there are no current concerns

**We Have Read and Agree with This Plan Section:**

We have read and agree with this plan. Signed By				
Persons Name	Role	In Attendance?	Signature	Date of signature

- This is where family members and professionals who contributed to the plan are recorded; it is important for recording purposes that all boxes are filled out and are accurate
- Ensure that the date of signature is recorded
- If a family member or professional who has not been in attendance but has contributed to the plan via report, the report will need to be attached to the plan
- Verbal information shared should be incorporated at relevant points in the plan
- It is acknowledged that signatures will not be able to be obtained until the plan is formally written up so ensure that verbal consent is agreed
- Verbal consent regarding the agreed plan will be in effect until written signatures are obtained
- Signatures for the plan can be obtained at the following meeting once it has been formally written up

**Please send a copy of your completed Our Family Plan and Review Plans to the Early Help Support Team, so it can be logged on the central recording system In line with Ofsted recommendations and Working Together to Safeguard Children 2018**

Email [EHST@birminghamchildrenstrust.co.uk](mailto:EHST@birminghamchildrenstrust.co.uk)

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