

Family Plan Guidance

Introduction

A good family plan sets the stage for achieving outcomes against each known concern – it maps out desired outcomes with actions needed to accomplish them and identifies who will take responsibility.

The family plan is a live document that should represent the needs of the family, if necessary, evolving as emerging needs are identified.

Some families may have other plans in place or practitioners working towards an identified need, for example, a SEN support plan, a parenting contract, or a health care plan. These plans will normally sit alongside the family plan, apart from a parenting contract which will no longer be required, as attendance will be monitored and evidenced as part of the family plan.

Key principles

- ▶ There should only be one plan for each family.
- ▶ All family members should contribute to the plan.
- ▶ The family's support network should be explored (extended family and friends) to help with actions within the family plan.
- ▶ The plan should be SMART – **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**imely.
- ▶ It should include ALL areas of need identified.
- ▶ The strengths of family members should be included.
- ▶ Actions must be clearly recorded, along with who is responsible for achieving them and realistic timescales.
- ▶ All practitioners working with the family should be involved and their role within the plan should be clear.
- ▶ The plan must be clear and concise, with no duplication, and easy for the whole family to understand.
- ▶ The plan must be regularly reviewed (every 6-8 weeks) to make sure it is working, or if anything needs to change.
- ▶ The Lead Practitioner should drive the plan forward and be focused on reaching the best outcomes for the family.
- ▶ Achievements should be celebrated.

Family Plan

Family Plan				
Family Goal	How will this happen	Who will do this	When will we do this	Review / Update
<i>Family goals listed here should align with the supporting families outcome framework e.g. Getting a good education</i>	<i>Individual actions agreed with the family in response to the family goal. A single-family goal may be broken down into a number of smaller, specific action points.</i>	<i>Who is responsible for this action? (this can include family members)</i>	<i>Please provide a specific date. Avoid using ASAP. If 'ongoing' please state when the action will be reviewed.</i>	<i>Progress of actions from previous reviews should be recorded here.</i>

Family Goals	Family goals should be the desired outcomes for the family and will build on what has been discussed during the Early Help Assessment or Team Around the Family meeting. It is important that the family and the TAF network agree on these family goals and that they are aligned to the Supporting Families Outcome Framework e.g. Children safe from abuse and exploitation.
How will this happen	To achieve the family goals, individual actions need to be completed to support the family. Agreement from the family and the TAF network is needed and again actions need to be specific, realistic and easy to understand. A single family goal may be broken down into a number of smaller, specific action points to support the family in reaching the goals.
Who will do this	Who is responsible for the action? It is important that everyone within the family plan understands their role and responsibility. There should be actions for the family members and the whole TAF network, with their names and roles being recorded. Try to avoid acronyms like HV for Health Visitor.
When will we do this	Each individual action needs a specific date as to when it should be completed. Avoid using ASAP. If 'ongoing' please state when the action will be reviewed.
Review / Update	The plan should be reviewed with the family and TAF network every 6-8 weeks via a Team Around the Family (TAF) meeting. It is important that all actions are discussed, progress is recorded, and new family goals/actions are added if necessary.

For the TAF template and further guidance on the Team Around the Family process - [Team Around the Family Guidance \(mertonscp.org.uk\)](https://www.mertonscp.org.uk)

A family plan is no longer required when actions/family goals have been achieved or the family has made significant improvements and can sustain progress without ongoing intervention. The family and TAF network need to be in agreement that the plan is no longer required.

Example

Family Goal	How will this happen	Who will do this	When will we do this	Review/update
Getting a good education	To support Ben's attendance, Ben is to arrive at school at 9am. 15 minutes later to miss the rush.	Susan (Parent) / Ben (Young person)	Every day (review 23.02.2024)	This has been working well and Ben has felt more comfortable coming into class. Attendance is now 85%.
	Exit card to be available in all lessons so Ben can leave if he's becoming overwhelmed.	Sehar (DSL) / Ben (Young person)	Every lesson (review 23.02.2024)	An exit card has been available, and Ben has used this 10 times in the past 6 weeks.
	CAMHS referral to be completed.	Mohamed (Off the record)	19.01.2024	Referral completed. Ben remains on the CAMHS waiting list.

Further Support

For further information, support and guidance on creating whole family plans, please contact the **Early Help Support Coordinators** by emailing FSD@merton.gov.uk

If a child/young person or family's needs cannot be met within existing accessible resources or their needs escalate, please make a referral to the [Children and Families Hub](#)