**Appendix 3**

**Targeted Response Team**

**Capturing What Works: Good Practice**

The purpose of this template is to capture your good practice, making it easier to share with others and to build up an evidence base of good practice that is reflective and demonstrates the difference you made to children and families. The material you provide could be used in a number of ways including inspections, contributing to My Conversation etc.

**Please make sure you have anonymised any family / children / young people’s names if you are describing a case but include the Mosaic number.**

**Not all headings may be appropriate; please just complete the sections you feel are relevant. There is an opportunity at the end to submit any additional materials (e.g. presentation slides, photographs, you may want to include.**

**Completed templates should be returned to your supervisor**

|  |
| --- |
| **General** |
| **Title** |  |
| **Timescale** |  |
| **Budget (total funding and source including in-kind contributions)** |  |
| **Contact person** |  |
| **Job title / role** |  |
| **Team** |  |
| **Email address** |  |
| **Telephone** |  |
| **DATE TEMPLATE COMPLETED** |  |

|  |
| --- |
| **Details** |
| **Brief Description**Succinct description of the work undertaken, etc. This may include background, aims, activities, purpose, partners you worked with (300 words max) |
|  |
| **The Good Practice in Detail**Provide a thorough explanation of the good practice. |
|  |
| **Outcomes**Identify key success factors and outcomes achieved. This could include hard and soft outcomes, feedback formally or informally given by the child, family, or young person themselves, feedback from other professionals or other key features such as successful collaboration with specialists or other organisations etc  |
|   |
| **Barriers Experienced / Lessons learned** Did anything helped or hindered the work? What, if anything, would you have done differently?(200 words max) |
|  |
| **Materials / Additional Information** Additional information (e.g. slides, photographs, website link, etc.) can be added here |
|  |