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| Consulted                              | Via  | Who for?   |
|--|--|--|
| The child                              | Wishes and feelings<br>work/Words and Pictures                         | <ul style="list-style-type: none"> <li>• Child/young person</li> </ul>   |
| The Parent (S)                         | Initial and 6 weekly Review<br>meeting/Family time Policy              | <ul style="list-style-type: none"> <li>• Both parents even if<br/>separated</li> </ul>   |
| Foster carer                           | Placement planning<br>meeting/ Initial and 6<br>weekly review meetings | <ul style="list-style-type: none"> <li>• Foster carer</li> </ul>   |
| Others with parental<br>responsibility | Initial and 6 weekly Review<br>meeting/Family time Policy              | <ul style="list-style-type: none"> <li>• Any other person<br/>who holds PR.</li> </ul>   |
| Family members                         | Initial and 6 weekly review/<br>Family time policy                     | <ul style="list-style-type: none"> <li>• Any other family<br/>members who are<br/>significant to the<br/>child and will be<br/>attending family<br/>time.</li> </ul>   |
| Health Visitor / GP                    | Family time policy/core<br>group meetings/ CLA<br>reviews.             | <ul style="list-style-type: none"> <li>• Child's Health<br/>Visitor</li> <li>• Child's GP</li> <li>• CLA Health</li> <li>• Placing parent(s)</li> <li>• GP</li> <li>• Placing Parent(s)<br/>Health Visitor for<br/>any other children</li> </ul> |
| IRO                                    | Consultation form/Family<br>time policy                                | <ul style="list-style-type: none"> <li>• Child's IRO</li> </ul>  |
| Education                              | Consultation   | <ul style="list-style-type: none"> <li>• Child's Current<br/>School</li> <li>• School for any<br/>child in proposed<br/>household.</li> </ul>  |
| Current Placement                      | Placement planning<br>meeting/Initial and 6<br>weekly reviews          | <ul style="list-style-type: none"> <li>• Foster Carer</li> <li>• Fostering Social<br/>Worker OR</li> <li>• Children's Home<br/>Manager</li> </ul>  |
| Probation                              | Family time policy/core<br>group meetings/ CLA<br>reviews.             | <ul style="list-style-type: none"> <li>• Anyone in proposed<br/>household who<br/>comes under<br/>Probation Services</li> </ul>  |
| Police                                 | PPU – Direct Police Check  | <ul style="list-style-type: none"> <li>• Parent(s) and any<br/>other person in the<br/>proposed<br/>household over 18<br/>years</li> </ul>   |

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| Youth Justice Service | Consultation Form | •<br>•<br>•<br>• |
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**Family Time Checklist****Paperwork**

| Form   | Information  |
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| Children's social care assessment<br>(Liquidlogic) | The assessment must be completed to ascertain the appropriateness of the placement, including: <ul style="list-style-type: none"> <li>• Parent(s) capacity to care for this child or children, in particular in relation to the child</li> <li>• Parent(s) state of health. Including medical history; current/past issues of domestic violence; substance misuse or mental health problems.</li> <li>• Parent(s) family relationships and the composition of the household.</li> <li>• Parent(s) family history – upbringing, relationship with parents and siblings, education, significant life events.</li> <li>• Parent(s) criminal offences, convicted or cautioned</li> <li>• Employment and income</li> <li>• Neighbourhood, resources available in the community</li> </ul> |
| Child's plan<br>(Liquidlogic)                      | To include proposed time of family time, review dates and progression to this aim, and contingency plan.   |
| Placement Plan<br>(Liquidlogic)                    | Identify risks from parents, proposed family time plan, who will undertake family time and parent (s) and family members who are identified to attend family time.   |
| Family time Policy<br>(Tri-x)                      | To be shared with professionals and family members involved in the family time plan.   |
| Family time proposal and schedule.                 | This assessment must be completed and include, <ul style="list-style-type: none"> <li>• Suitable times for contact to take place.</li> <li>• Who will be attending.</li> <li>• Consideration of the needs of the child.</li> <li>• Consideration for appropriate venue.</li> <li>• Who will be undertaking family time.</li> </ul>   |

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|   | <ul style="list-style-type: none"> <li>• Who will be undertaking transport to and from family time.</li> <li>• Dates for initial meetings and 6 weekly reviews.</li> <li>• Risk assessment of known risk prior to initial consultation with parents.</li> </ul>  |
| Family time risk assessment.<br><br>(Liquidlogic)           | <p>This assessment must be completed and include,</p> <ul style="list-style-type: none"> <li>• Known risk to the child.</li> <li>• Any risk identified within the initial family time meeting.</li> <li>• Wishes and feelings of the child.</li> <li>• Factors to mitigate risk.</li> <li>• Who will do what if risks are present.</li> <li>• Clear information for the family to understand the expectations during family time.</li> <li>• Why family time may be ended if expectations are not adhered to.</li> <li>• Review expectations.</li> </ul>   |
| Family time initial meeting and review<br><br>(Liquidlogic) | <p>This assessment must be completed and include,</p> <ul style="list-style-type: none"> <li>• Known risk to the child.</li> <li>• Any risk identified within the initial family time meeting.</li> <li>• Wishes and feelings of the child.</li> <li>• Support around what family time can look like, for example, activities for the child, opportunities for community activities (if safe to do so), making food, health food and drink.</li> <li>• Factors to mitigate risk.</li> <li>• Who will do what if risks are present.</li> <li>• Clear information for the family to understand the expectations during family time.</li> <li>• Why family time may be ended if expectations are not adhered to.</li> </ul> <p>Review expectations.</p> |
| Joint Agreement   | Be as specific as possible under each heading. Make sure that Parent(s), understand what is expected of them.  |