

# Fiddlers Lane

Community Primary School

## Family Assessment Policy

Signed by the Chair of Governors	
Name: Jayne Playfair Signature:	Date: 25 <sup>th</sup> November 2019
Review date: December 2020	

## **Fiddlers Lane Community Primary School Family Assessment Policy**

From Salford Early Intervention and Prevention Service - February 2017

To fulfil their commitment to safeguarding and promoting the welfare of children, all organisations that provide services for, or work with, children must be adhering to their Safeguarding Policy.

The purpose of the Family Assessment is to help the early identification of the family's additional needs and promote co-ordinated service provision to meet the family's needs (Working Together 2015). All partners of Salford's Children and Young People's Trust Board are signed up to and have agreed that where a family has additional needs a Family Assessment must be considered and completed where necessary at Level 2.

A separate Family Assessment Policy should be drawn up alongside the organisations existing Safeguarding Policy so that they complement one another. The Family Assessment policy must demonstrate:

- A clear commitment by senior management to the implementation of the Family Assessment process as part of promoting children's welfare.
- Clear protocols to enable the Family Assessment processes to be embedded into the practices of the organisation.
- A clear line of accountability and defined roles and responsibilities within the organisation for following the Family Assessment process as part of promoting children's welfare.
- Arrangements to ensure that all staff undertake appropriate training to equip them to carry out their responsibilities in relation to the Family Assessment effectively.
- Arrangements to work effectively with other organisations to promote the welfare of children, including arrangements for gaining consent and sharing information.
- A culture of listening, and engaging in dialogue, with children and their families – seeking their views in ways that are appropriate, and taking account of those views in individual decisions and in the establishment or development of services.

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Salford CAF Team Early Intervention and Prevention Service - February 2017

## 1. Introduction

- 1.1 This document is the Family Assessment Policy for Fiddlers Lane Community Primary School which will be followed by all members of the organisation and followed and promoted by those in the position of leadership within the organisation.
- 1.2 Individual agencies are responsible for ensuring that their employees are competent and confident in carrying out their responsibilities for completing a Family Assessment.
- 1.3 The purpose of the organisation is Education.
- 1.4 Improving outcomes for all families, children and young people requires integrated working and as part of that – information sharing. For the most up-to-date guidance see ‘Information Sharing: Guidance for practitioners and managers’ see **<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>**
- 1.5 Those people in positions of responsibility within the organisation will work in accordance with the interests of the family, children and young people and follow the policy outlined below.

## 2. Communication & Accountability

2.1 It is a requirement of Salford Children and Young People's Trust, in accordance with Salford's Family Assessment Process that each organisation nominate a Family Assessment Champion. Family Assessment Champions should be Senior Managers within their organisations. Family Assessment Champions must have the authority to ensure that necessary actions are taken to implement the Family Assessment within their operational settings. They will have the;

- authority to make decisions in relation to Family Assessment policies, procedures and performance management.
- ability to identify staff training requirements in relation to Family Assessment processes.
- expertise to advise staff within their organisation on issues relating to Family Assessment.

2.2 The designated Family Assessment Champion for Fiddlers Lane Community Primary School is:

Name: Mrs Gillian O'Neill.

Job Title: Inclusion Manager & Safeguarding Lead

Address: Fiddlers Lane Community Primary School, Fiddlers Lane, Irlam. M44 6QE.

Tel No: 0161 775 2490

E-mail: [gillian.o'neil@salford.gov.uk](mailto:gillian.o'neil@salford.gov.uk)

2.3 The Family Assessment Champion is the person to whom staff can report concerns to and who can relay unresolved issues onto the Early Intervention Coordinators.

2.4 The Family Assessment Champion will liaise directly with Salford Early Intervention Team to discuss any Family Assessment related issues.

2.5 Any Family Assessment related issues that cannot be resolved by the Family Assessment Champion/Head of Organisation together with the Early Intervention Coordinator/Children's Social Care Manager (with cases that are referred into Children's Social Care) can be reviewed by Salford's Safeguarding Unit.

*Please see the Family Assessment and TAF Escalation Process for more details*

**<https://www.salford.gov.uk/fa-supportingtools>**

### 3. Training

3.1 All staff within the organisation have or will have completed the 'Family Assessment & TAF Process' training and 'Information Sharing' e-module as a mandatory requirement as part of their induction within 6 months of their start date.

3.2 Salford's Family Assessment procedures states that it is good practice that all professionals have to complete the 'Family Assessment and TAC Process' training and the 'Information Sharing' e-module before they complete a Family Assessment. It is advised to refresh your Family Assessment knowledge by attending the annual Family Assessment update session training after two years.

3.2 **'The Family Assessment and TAC Process'** training can also be delivered as twilight sessions to the organisation as a whole where it would be difficult to release large numbers of staff on a whole days training i.e. teachers.

3.3 **'A Family Assessment mini workshop'** which is about having a 'Family Assessment awareness' can be delivered to an organisation where the manager of the organisation wants one person to take the lead on completing Family Assessments and the rest of the staff to have an awareness of what Family Assessment is.

3.3 The Family Assessment Champion has responsibility for determining which practitioner will undertake common assessments, identify any additional training needs for staff and put them forward for the necessary training.

### 4. What to do if you identify an unmet need

4.1 The practitioner should speak to their Family Assessment Champion to check the best course of action and to have a Family Assessment consultation with Salford CAF Team. If you do not have consent from parents/carers and/or young person to do this an anonymous consultation can be undertaken.

4.2 The Family Assessment Champion should decide whether:

- To speak to the parent/carer and/or young person to see if the concern can be addressed without any additional support
- Undertake a Family Assessment to determine exactly what the needs are and if there are any underlying causes behind those unmet needs
- Refer to the BRIDGE partnership if there are any safeguarding concerns.  
0161 603 4500

## **5. Consult about your concern**

5.1 If the Family Assessment Champion is unsure as to the best course of action then they should consult with:

- CAF Coordinator-0161 603 4239 to speak to a CAF Coordinator on duty
- The BRIDGE Partnership if there are any safeguarding concerns on 0161 603 4500

5.2 Consultation is not the same as making a Family Assessment Enquiry (see paragraph 6.1 below) but should enable a decision to be made as to whether a Family Assessment is the best course of action.

## **6. Completing a Family Assessment**

6.1 Before any member of staff initiates a Family Assessment speak to the CAF Coordinator to check if a Family Assessment already exists. This is a Family Assessment enquiry.

6.2 If you are going to undertake Family Assessment you should ask the parent/carer and child/young person to attend a meeting.

6.3 Explain the Family Assessment process and check that they are willing to accept support and give consent to share information.

## **7. Confidentiality**

7.1 The Family Assessment is a voluntary assessment process and, as such, a child or young person and/or their parent/carer must give their consent at the start of the process for the assessment to take place in the full knowledge of what will happen to this information.

7.2 It is always good practice to seek consent unless to do so would place the child/young person at risk of harm.

## **8. Parents who refuse to give consent**

8.1. Where a parent/carer and /or young person refuses to give consent for a Family Assessment to be undertaken the Family Assessment author should record that within their own agency and take advice from the CAF Team if needed. If by no consent being given there is a safeguarding concern then please contact 'The BRIDGE Partnership' as stated above. The CAF Team do not record where no consent has been given.

## **9. Contacting a CAF Coordinator**

9.1 A CAF Coordinator on duty can be contacted on 0161 603 4239 to offer support and advice.

There are three CAF Coordinators and they cover city wide. Their contact details are:

Gary Woodward - [Gary.Woodward@salford.gov.uk](mailto:Gary.Woodward@salford.gov.uk)

Melanie King - [Melanie.King@salford.gov.uk](mailto:Melanie.King@salford.gov.uk)

Gillian O'Neill Inclusion Manager and Safeguarding Lead

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