

NEW PARK SCHOOL

FAMILY ASSESSMENT POLICY

FIRST CREATED: September 2017 – EDITION 1

EDITION NO.	REVIEW DATE:	FGB APPROVAL DATE:
1		

Policy Agreed	
To be reviewed	Sep '18
Owner	Yahna Pemberton
Signed	
Designation	Attendance and Safeguarding Officer

THE SCOPE OF THIS CHAPTER:

In recognition of our commitment to safeguarding and promoting the welfare of children, New Park School endeavours to be adhering to the LA's Safeguarding Policy and also take account of guidance published by the Children's Workforce Development Council (CWDC).

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.

This separate Family Assessment Policy is drawn up alongside our existing Safeguarding Policy so that they complement one another. This Family Assessment policy demonstrates:

- 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 New Park School 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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1. Introduction

- 1.1 This document is the Family Assessment Policy for New Park School which will be followed by all members of the school community and followed and promoted by those in the position of leadership within the organisation.
- 1.2 New Park School takes responsibility for ensuring that all relevant staff are competent and confident in carrying out their responsibilities for completing a Family Assessment as appropriate.
- 1.3 The purpose of this organisation is to provide education for children with social, emotional and mental health difficulties and looking after the general wellbeing of all pupils
- 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 New Park School is:

Name: Almut Bever-Warren
Job Title: Headteacher
Address: New Park School, Off Green Lane, Patricroft, Eccles, M30 0RW
Tel No: 0161 921 2000
E-mail: almut.bever-warren@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 CAF Coordinators.
- 2.4 The Family Assessment Champion will liaise directly with Salford CAF 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 CAF 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.
- 3.3 '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.
- 3.4 '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.
- 3.5 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 CAF

- 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:

Natalie Lunn - Natalie.Lunn@salford.gov.uk

Gary Woodward - Gary.Woodward@salford.gov.uk

Melanie King - Melanie.King@salford.gov.uk