SECTION 9
CHILD WELFARE – THE FAMILY SUPPORT PLANNING PROCESS

Introduction
There is a statutory responsibility on the HSE to provide support services to (children and) the families of children who may be risk of abuse or neglect.

Family Support
All referrals to social work departments are subject to preliminary enquiries. Unless the case is closed at this juncture, an Initial Assessment is carried out at the end of which the concern is categorised as abuse, neglect or welfare and a determination is made about risk.

Where the concern is categorised as Child Welfare, the social work department will provide services by means of a Family Support Plan.

The Family Support Plan should be formulated with the family. Families should be encouraged to identify their own solutions as much as possible. The allocated social worker will also need to consider whether other agencies or disciplines such as members of neighbourhood/community networks or professionals involved in delivering a service or offering support may need to contribute to the plan. If so their contributions will need to be co-ordinated by the allocated worker.

Proposed solutions should be documented as a formal plan using standard HSE Family Support Plan template. Where a formal meeting is used the family should be assisted by the allocated worker.

The Family Support Plan should take into account the needs and strengths of the child and his/her parents/carers so that appropriate services can be identified, offered and agreed. The Plan may include family support services provided directly by HSE staff or family support services externally provided i.e. funded by the HSE.

The Family Support Plan should include a list of actions and names of person(s) responsible for carrying them out and timescales.

The plan should be agreed with the family and approved by a management function within the HSE.
During the lifetime of the plan, the allocated social worker will need to monitor the offering of service and its take-up. The organisation will need to oversee and co-ordinate information on unmet need for family support services.

Family Support Planning
Family Support Planning & Review of Family Support plans are time-limited processes to allow the gathering sufficient information to formulate a plan that will support families and children who may be at risk of abuse or neglect.

Family Support Plans

1 Time-limited to permit the process to conclude or end at an appropriate time.
A Family Support Plan should be formulated for each child where *Initial Assessment* indicates that there is a welfare concern which can best be addressed by way activating this process. Not all welfare concerns are dealt with through the family support processes, alternatives such as Family Welfare conference may also be considered and this is a decision of the Social Worker in consultation with the Team Leader. A *Family Support Plan* is formulated with the child and family and other professionals and services. It must be recorded and signed off on the pre-defined template described in this procedure (form CC01.09.00).

**Timescale**

The duration of a Family Support Plan will be up to 6 months\(^2\). A review date, on or before that period should be set at the point of formulating the plan.

**Management Information**

The number of formal signed family support plans will for the purposes of the national child care return will be counted as the “Number of children who have a Family Support Plan”

**Family Support Plan Chart (Overview)**

\(^2\) The length of time to complete the *initial* Family Support Plan after end of Initial Assessment depends on the complexity of the case (less complex cases/family support plans may be completed in a much shorter time frame).
9.0 CW - FAMILY SUPPORT PLANNING PROCEDURE

9.1 The objective of the Procedure is:
To gather sufficient information on the child and family’s strengths and needs to allow:
✓ Decisions to be made with regard to types of services required.
✓ A set of actions (and owners) to govern continuing intervention.

9.2 Linked Procedure (Preceding):
- Preliminary Enquiry
- Initial Assessment
- Other ‘CC01’ Processes (TBD)

9.3 Context
The Family Support Planning process is activated only after Initial Assessment is complete.
Normally Family Support Services will be selected (directly) as an outcome or Action at end of Initial Assessment, but the process may also be initiated (indirectly) as an action at the end of one of the other standardised child care processes
1. The action must be agreed with the child/parents/carers as part of the preceding process i.e. it is assumed that child/parents/carers support the decision to formulate a family support plan before this process is activated2.

9.4 Procedure
9.4.1 The Family Support Planning Procedure is activated as an outcome of Initial Assessment or one of the other standardised Child Care (CC01) 3 Processes. Where the Action on completion of Initial Assessment (or other process) is that a Family Support Plan is required the Team Leader begins by allocating the case to a social worker.

9.4.2 The allocated social worker refers to the first instance to the associated Standard Intake and Initial Assessment Records (Forms CC01.01 & 02) and completes Table 1 & 2, Section A of the Family Support Plan record (Form CC01.09.00).

9.4.3 The allocated social worker reviews the available information associated with the case (e.g. case notes and any other information sources e.g. feedback from previously assigned social workers and records the Reason / Need for a family support in Section A of the form. Other matters to be considered at this point include:
- The Planning approach to be adopted
- Contact and discussion with child and parents/carers
- Group (Family Support) meeting or multiple individual meetings
- The other agencies / disciplines that need to be involved
- Children & Family Services that need to be involved
- Level of engagement

9.4.4 The names of the Parents/Carers and significant others who may be contributors to the Family Support Plan is drafted and recorded in Section B of the form.

2 Family Support Services should not be selected as an action at end of Initial Assessment (or any other process) if the child/parents/carers are un-willing to co-operate.
3 As above at 2.
9.45 The participants⁴ and contributors identified above are contacted by the Social worker and their willingness to participate is verified.

9.46 Arrangements are made. Direct work⁵ with all the participants, to gather the information that will allow a plan to be formulated is carried out.

9.47 The social worker records and documents the information gathered in Case Notes.

9.48 On completion of the direct work with the family, child and other participants the social worker updates the participant list in Section B of the form.

9.49 The information gathered and other case notes are assembled and analysed to assess the child and families strengths and their needs and are recorded with the Purpose of the Plan in Section B of the form.

9.410 The information gathered is evaluated to:
   - Determine and decide the type of services required
   - Recommend the actions that will constitute a (formal) Family Support plan
   - Decide an appropriate date to review the plan/progress

9.411 The plan documented in Section B. Other matters to be considered at this point include:
   - Further information gathering⁶
   - Information sharing/ List of persons with whom the plan can be shared.

9.412 The Family / Child's view of the plan is elicited. If the plan is accepted the agreement of the child/family is indicated⁷ on the form.

9.413 If the plan is not accepted the case may be Closed or another response listed in section C of the form may be requested.

9.414 The Social Worker consults with the Team Leader. Where the plan is accepted the following information is agreed and recorded by the social worker in Section C of the form:
   - The FS plan review date
   - The list of persons with whom the plan will be shared
   - The type of services offered.
   - The name and location of the actual service offered

9.415 The Family Support Plan is signed off by the Social Worker and approved by the Team Leader

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⁴ The Family & Child are contacted on an on-going basis. The social worker will have clarified the purpose of the Family Support Plan. Provided guidance and explained the roles of other participants and professionals involved. This may be carried out as part of a preceding process.

⁵ May be a meeting.

⁶ Consultation with Child / Family and others may conclude when the Social Worker & Team Leader agree that enough information has been gathered to formulate a Family Support Plan.

⁷ “Family” signatures and/or tick box witnessed by the SW & TJL.
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<th>HSE Children &amp; Family Support Services</th>
<th>OPERATING PROCEDURE</th>
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<td>CHILD WELFARE &amp; PROTECTION</td>
<td>CHILD WELFARE (FAMILY SUPPORT PLANNING)</td>
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9.4.16 If the Team Leader does not approve the plan the case may be Closed or another response listed in section C of the form may be requested.

9.4.17 A copy of the plan is issued by the Social Worker to the parents/carers/child and others relevant parties (participants and others recorded on the form). The Family Support Plan is held by the social worker in the case file.

9.4.18 The Team Leader allocates a Social Worker (the case/action is designated allocated) and completes Section D of the form.

9.4.19 When all sections of the form are complete (as much as is possible depending on the case) the Family Support Plan is activated and the Family Support Planning process ends.

9.4.20 Direct work with the family, child and other participants is carried out on a continuous basis to ensure that the actions specified in the plan are carried out (as much as is practicable) until the plan is reviewed as part of the Family Support Plan Review process.
### Section A

**Details**

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<th>Date</th>
<th>Report no.</th>
<th>Case no.</th>
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**Details of Child** (From Intake Record)

- **Name:**
- **Address:**
- **PPSN:**
- **Other ID:**
- **Telephone No:**

Additional Information e.g. School/Occupation/Other:

### Section B

Formulate the plan - use plan template provided at end of form.

### Section C

4. **Response (outcome) at End of Family Support Planning**

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<tr>
<th>Family Support Plan Agreed</th>
<th>Yes</th>
<th>No</th>
<th>Review Date</th>
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*If no above, indicate report type & action(s). If report type is abuse indicate risk status*

- **Primary Report Type:**
  - Physical Abuse
  - Sexual Abuse
  - Emotional Abuse
  - Neglect of Child
  - Child Welfare Concern

- **Risk Status:**
  - On-going risk of significant harm
  - No on-going risk of significant harm

**Action**

- Close/Referral
- Child Protection Conference
- Further Assessment
- Family Welfare Conference
- Care Plan – Admission to Care

**Tick one**

Tick as required – See guidance

- Strategy Meeting
- Emergency Action
- Notification to An Garda Síochána
- Legal Action
- Re-direct
- Other

### Section D

#### 6. Location of Services Offered

- **Child**
  - Services inside LHD
  - Services outside LHD

- **Family**
  - Services inside LHD
  - Services outside LHD

#### 7. Type of Services Offered

- **Child**
  - Social Work Intervention
  - FC
  - FSN
  - CCW

- **Family**
  - Other HSF Professionals
  - MPI/Community Groups
  - Community Mother
  - Pre-school services

#### 8. Sign Off – Approval

- Social Worker
- Approved / Team Leader

#### 9. Allocate Worker (Designated Worker allocated to case)

- **Name:**
- **Profession:**
- **Location:**
- **Telephone:**
- **Date Allocated:**
**FAMILY SUPPORT PLAN TEMPLATE (Section B)**

1. **Family Support Plan for:**
   - Name:
   - Report no.
   - Case no.

2. **Child/Parents/Careers Participants**
   - Child Participated? [Yes ☐ No ☐]
   - Relationship to Child:
     - Parent/Career Sig. Other
     - Parent/Career Sig. Other

3. **Formal Family Support Planning Meeting held**
   - Yes ☐ No ☐
   - If yes above record:
     - Attendee Name
     - Role / Agency
     - Attendee Name
     - Role / Agency

4. **Names of (other) contributors with whom copies of this FS Plan should be shared**
   - Name
   - Role
   - Telephone

5. **Child and Family’s Strengths**

6. **Child and Family’s Needs**

6a. **Motivation and Capacity to Change**

7. **Objectives of the Family Support Plan**
### 8. Family Support Plan Details

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<th>Time scale</th>
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Extra Pages may be added

### 9. Sign Off - Approval

I agree to the above actions:

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<th>Role</th>
<th>Date</th>
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<td>Parent/Carer</td>
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<td>Parent/Carer</td>
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<td>Social Worker</td>
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<tr>
<td>Approved / Team Leader</td>
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JM / VERSION 0.9 (FOR IMPLEMENTATION) 30.10.09
GUIDANCE ON COMPLETING THE FAMILY SUPPORT PLAN
FORM: CC01.09.00

General
It is important to record the dates on which the Family Support Planning Process commenced and completed.

It may not be necessary to complete all sections of this form. The level of completeness will depend on the nature of the case and the amount of information needed to formulate a Family Support Plan. Professionals should use their professional judgment and/or consult with their line managers in this regard.

Information based on interviews and other direct work i.e. with the child/ parents/ carers/ family/ significant others, as well as that obtained from key professionals/ agencies contacted are normally recorded in case notes. The relevant sections of the form are completed from the case notes.

Any discrepancies in the information received should be clearly recorded

FAMILY SUPPORT PLANNING (FORM) QUESTIONS /SECTIONS

Section A

1. Details
   1.1 Date
   1.2 Report Number (as per Intake-Referral record)
   1.3 Case Number (as per Intake-Referral record)

2. Details of Child (From Intake Record)

3. Reason for Family Support Plan
   3.1 To set forth the reason(s) and the circumstances pertaining to the decision to formulate a Family Support Plan in this case.
   3.2 This section should focus on the problem as opposed to the solution. A solution focused description is requested later in the Plan proper (see Section B below).
   3.3 To avoid duplication and unnecessary recording this section may if it is appropriate, reference other forms in the standardised suite of CW&P forms (the ‘CC01 forms’)

Section B (Formulate the plan – the plan template provided at end of form. This is to allow that section to be copied and circulated on its own i.e. without the type of information that is of interest to the social work department only).

Section C

4. Response (outcome) at End of Family Support Planning
   4.1 If the Family is unwilling to agree on a Family Support Plan, the Social Worker in consultation with the Team Leader must either carry out further assessment or hold a family welfare conference or request a child protection conference or activate care processes or close the case.
   4.2 The Social Worker in consultation with the Team Leader may also decide to hold a strategy meeting, take emergency, legal action, notify An Garda Siochana, re-direct the case and or take some other action. One or more of these actions can be carried out.
   4.3 The actions listed (at 4.2) above cannot be carried out in place of the actions listed at 4.1. (If carried out they must only be carried out in addition to one of the actions at 4.1 above).

5. Location of Services Offered (self explanatory)

6. Type of Services Offered
6.1 Management Information

7. Sign Off - Approval
   7.1 Sign off and approve actions.

Section D

8. Allocate Worker (Designated Worker allocated to case)
   8.1 Details of Worker Allocated to the case

**FAMILY SUPPORT PLAN TEMPLATE (Section B)**

This section of the form may be distributed on it's own as the 'Family Support Plan' to all participants.

1. Family Support Plan for: (As above at Section A.1)

2. Child/Parents/Carers Participants
   2.1 Indicate if child participated in formulating the plan.
   2.2 A record of participants in the family planning process including child, family and significant others.

3. Formal Family Support Planning Meeting held
   3.1 To indicate a formal Family Support Planning meeting. It is not a requirement that a formal Family Support meeting is held in every case.
   3.2 Record details of Family Support Planning attendees.

4. Names of (other) contributors with whom copies of this FS Plan should be shared
   4.1 If the plan is to be shared with others (not listed at 2 or 3 above) their names should be recorded here.

5. Child and Family’s Strengths
   5.1 This section should include examination of the child and family’s strengths.

6. Child and Family’s Needs
   6.1 This section should describe the child and family’s needs. An essential task of the family support planning process is to identify the all round needs of the child and family, and to incorporate possible ways of meeting them into the Family Support Plan.

6.a Motivation and Capacity to Change
   Record the degree to which parents/carers acknowledge the severity of the identified concern or abuse in terms of their child’s safety and welfare, their own part in it if relevant, and whether or not they acknowledge their responsibility to change or improve their parenting in the relevant areas in order to meet their children’s needs.

7. Objectives of the Family Support Plan
   7.1 This section should provide a solution focused description of the purpose of the plan (linked to problem focused description provided at Section A.3 above)

8. Family Support Plan Details
   8.1 The Family Support Planning process is carried out in co-operation with the Family and Child and by way of multi disciplinary consultation leading to an agreed set of actions to address concerns about a child. The resulting set of actions should be recorded here as the formal Family Support Plan.
   8.2 It is important that each action has an (ideally a single) owner and timescale for completion and that it is recorded on the form.
   8.3 It is important that the actions recorded here are related back to the objectives of the plan as set out in section 7 above (also linked to section A.3 – see 7.1 above)
   8.4 Extra pages may be added.

9. Sign Off - Approval
<table>
<thead>
<tr>
<th>GUIDANCE</th>
<th>FAMILY SUPPORT PLAN</th>
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<tbody>
<tr>
<td>9.1</td>
<td>The Plan is signed off and approved by the Social Worker and Team Leader.</td>
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<tr>
<td>9.2</td>
<td>The plan must be agreed and supported by the Family / Parents/ Carers.</td>
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<tr>
<td>9.3</td>
<td>Support for the plan should be indicated by way of Family / Parents/ Carer sign-off but is not mandatory.</td>
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SECTION 10
CHILD WELFARE – THE FAMILY SUPPORT PLAN REVIEW PROCESS

Introduction
A family support plan review is (always) activated by way of an existing Family Support Plan. The review date is set in the existing plan and the review will be held no later than six months after the sign-off date of the existing plan. The review date may be brought forward if an emergency requires it.

The setting for the review is a multi-disciplinary meeting to include the family and child (where appropriate) and relevant significant others who may be contributors to the Plan.

The purpose of the Review is to:
– Monitor implementation of the plan.
– Measure progress towards achieving identified goals i.e. the actions and time lines established in the Plan.
– Consider the need for continuing intervention or changes in the needs of the child and family for family support intervention.
– If necessary to agree new actions to be taken if the goals are not attained
– If necessary to revise the plan in the light of new information.

Where the Review process identifies that there are no on-going Family Support needs the meeting will need to consider if the case should be closed and / or if other services are required.

Where the review process identifies that there are on-going needs the plan should be updated and a date for the next review meeting agreed (up to a maximum of six months).
10.0 FAMILY SUPPORT PLAN REVIEW

10.1 The objective of the Procedure is:
To review implementation of an existing Family Support Plan
To effectively manage Family Support Cases

10.2 Linked Procedure (Preceding):
- Family Support Planning
- Family Support Plan Review

10.3 Context
A Family Support Plan Review is activated through an existing Family Support Plan. At six monthly intervals (max) the progress on the implementation of the family support plan is reviewed to decide if the case should be closed to the Social Work Department or if a revised plan or other intervention is required.

10.4 Procedure
10.4.1 The Family Support Plan Review Procedure is activated directly from the Family Support Plan Process or from a previous review. On completion of a family support plan (initial or revised) a date to review the plan is agreed and a social worker is allocated by the Team Leader.

10.4.2 On the prescribed\(^1\) date the allocated Social Worker begins the process by opening a new Family Support Plan Review Record (Form CC01.10.00). The Social Worker completes Section A of the Family Support Plan Review record (Form CC01.10.00).

10.4.3 The social worker begins the process of setting up a Family Support Plan Review meeting and makes arrangements so that the meeting can be held (date, time, venue, special requirements etc.)

10.4.4 The social worker reviews the existing plan. The child and parents/carers and the contributors\(^2\) participants (recorded in the plan) are contacted and invited to attend at the review meeting. ‘New’ attendees may also be invited. The social worker manages the participation feedback, messages of confirmation, apologies etc.

10.4.5 The participants meet as agreed. Attendance at the meeting is recorded by the Social Worker in Section B of the Form.

10.4.6 The meeting is chaired by the Team Leader.

10.4.7 The progress of the plan and status or completion of actions is outlined by the social worker.

10.4.8 The child and parents/carers and the other participants present their views of the existing plan. Non-attendee reports are may also be presented by the Social Worker.

10.4.9 The discussions, advice, observations, reports, case details, social worker analysis etc., are recorded by way of minutes (and or outcomes/conclusions) in Section B of the form and or in case notes by the Social Worker.

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\(^1\) A fixed period prior to the date recorded should be agreed.

\(^2\) The Family & Child are contacted on an on-going basis. The social worker will have clarified the purpose of the review and will have provided guidance and explained the roles of other participants and professionals through their involvement in the existing family support plan.
10.4.10 The information shared is evaluated to assess child and family’s needs for continuing intervention and to decide if a revised family support plan is required.

10.4.11 If a revised plan is not required this is indicated in Section B of the form. This decision is signed off at the end of section B of the form.

10.4.12 If a revised plan is needed the purpose of the revised plan (and the child and family’s strengths and needs if appropriate) is recorded by the social worker in Section B of the Family Support Plan.

10.4.13 The meeting participants recommend new actions and a revised (formal) Family Support plan and the list of persons with whom the plan can be shared.

10.4.14 The list of persons with whom the plan can be shared and the actions are recorded by the social worker in Section B of the template.

10.4.15 The agreement of the child/family is indicated on the form.

10.4.16 If the plan is not accepted the case may be Closed or another response listed in section C of the form may be requested.

10.4.17 The Social Worker consults with the Team Leader. The following information is recorded in Section C of the form:
   - A date to review the progress of the plan
   - The type of service offered
   - The location of the service offered

10.4.18 The Family Support form is signed off by the Social Worker and approved by the Team Leader.

10.4.19 If the Team Leader does not approve the plan the case may be Closed or another response listed in section C of the form may be requested.

10.4.20 A copy of the revised plan is issued by the Social Worker to the parents/careers/child and others relevant parties (participants and others recorded on the form). The Family Support Plan is held by the social worker in the case file.

10.4.21 The Team Leader allocates a Social Worker (the case/action is designated allocated) and completes Section D of the form.

10.4.22 When all sections of the form are complete (as much as is possible depending on the case) the Family Support Plan is activated and the Family Support Planning process ends.

3 ‘Family’ signatures and/or tick box ‘witnessed’ by the SW & TL
10.4.23 Direct work with the family, child and other participants is carried out on a continuous basis to ensure that the actions specified in the plan are carried out (as much as is practicable) until the plan is reviewed as part of the Family Support Plan Review process.
### Section A

1. **Details**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Report no.</th>
<th>Case no.</th>
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2. **Details of Child (from Intake Record)**

   - **Name:**
   - **Address:**
   - **PPSN:**
   - **Other ID:**
   - **Telephone No.:**

   Additional Information e.g. School/Occupation/Other:


   - Planned [ ]
   - FS Plan Number/Date [ ]
   - or Emergency Review [ ]

### Section B

(Furnish the plan – use plan template provided at end of form.)

### Section C

4. **Response (outcomes) at End of Family Support Plan Review**

   - Revised Family Support Plan Agreed [ ]
   - Yes [ ]
   - No [ ]
   - Review Date [ ]

   **If no above, indicate report type & action(s). If report type is abuse indicate risk status**

   - **Primary Report Type:**
     - Physical Abuse [ ]
     - Sexual Abuse [ ]
     - Emotional Abuse [ ]
     - Neglect of Child [ ]
     - Child Welfare Concern [ ]

   - **Risk Status:**
     - Ongoing risk of significant harm [ ]
     - No ongoing risk of significant harm [ ]

   - **Action:**
     - Close/WFA [ ]
     - Strategy Meeting [ ]
     - Child Protection Conference [ ]
     - Emergency Action [ ]
     - Further Assessment [ ]
     - Notification to An Garda Síochána [ ]
     - Family Welfare Conference [ ]
     - Legal Action [ ]
     - Care Plan – Admission to Care [ ]
     - Re-direct [ ]
     - Other [ ]

5. **Location of Services Offered**

   - **Child**
     - Services inside LHO [ ]
     - Services outside LHO [ ]

   - **Family**
     - Services inside LHO [ ]
     - Services outside LHO [ ]

6. **Type of Services Offered**

   - **Child**
     - Social Work Intervention [ ]
     - Other HSE Professionals [ ]
     - Springboard [ ]
     - PC [ ]
     - NYP/Community Groups [ ]
     - Community Mother [ ]
     - PSH [ ]
     - Community Care [ ]
     - Pre-school services [ ]

   - **Family**
     - Social Work Intervention [ ]
     - Other HSE Professionals [ ]
     - Springboard [ ]
     - PC [ ]
     - NYP/Community Groups [ ]
     - Community Mother [ ]
     - PSH [ ]
     - Community Care [ ]
     - Pre-school services [ ]

   (Q7 & 4 to be completed only if plan agreed)

7. **Sign Off - Approval**

   - Social Worker:
     - Name:
     - Date:

   - Approved / Team Leader:
     - Name:
     - Date:

### Section D

8. **Allocate Worker (Designated Worker allocated to case)**

   - **Name:**
     - Profession:
     - Date Allocated:

   - **Location:**
     - Telephone:
**Template for Revised Family Support Plan (Section B)**

1. **Revised F.S. Plan for:**
   - **Name:**
   - **Report No.:**
   - **Case No.:**

2. **Child/Parents/Careers Participants**
   - **Child Participated?** Yes ☐ No ☐
   - **Parent/Care/Sign. Other:**
     - **Relationship to Child:**

3. **Other Attendees at Family Support Review Meeting**
   - **Attendees Name:**
   - **Role / Agency:**

4. **Names of (other) contributors with whom copies of this FS Plan should be shared**
   - **Name:**
   - **Role:**
   - **Telephone:**

5. **Minutes of the Review**

6. **Review of Existing Plan (Actions)**
   - **Action:**
   - **Person Responsible:**
   - **Time Scale:**
   - **Implemented:**
     - Y ☐ N ☐

7. **Child and Family’s Strengths**

8. **Child and Family’s Needs**
## Family Support Plan Review Record

### 8a. Motivation and Capacity to Change

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### 10. Revised Family Support Plan Details

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</tbody>
</table>

### 11. Sign Off - Approval

| I agree to the above actions |
| Parent/Career | Date |
| Parent/Career | Date |
| Social Worker | Date |
| Approved / Team Leader | Date |
GUIDANCE ON COMPLETING THE FAMILY SUPPORT PLAN REVIEW RECORD
FORM: CO251.10.09

General
It is important to record the dates on which the Family Support Planning Review took place.

It may not be necessary to complete all sections of this form. In some cases a reviewer will decide that a revised plan is not required e.g. the review meeting may decide that the case can be closed. While this must be indicated on the plan template, the level of completeness will depend on the nature of the case. Social Workers should use their professional judgment and/or consult with their line managers in this regard.

Information based on interviews and other direct work i.e. with the child/ parents/ carers/ family/ significant others, as well as that obtained from key professionals/ agencies contacted are normally recorded in case notes. The relevant sections of the form are completed from the case notes.

Any discrepancies in the information received should be clearly recorded

FAMILY SUPPORT PLANNING (FORM) QUESTIONS / SECTIONS

Section A
1. Details
   1.1 Date
   1.2 Report Number (as per Intake-Referral record)
   1.3 Case Number (as per Intake-Referral record)

2. Details of Child (From Intake Record)

   3.1 A date to hold a family support plan review is agreed as part of an initial family support plan or at previous Family Support Plan Review meeting.
   3.2 An 'un-scheduled' review of the Family Support Plan may be held in an emergency situation.

Section B
   (Formulate the revised plan – the plan template provided at end of form. This is to allow that section to be copied and circulated on its own i.e. without the type of information that is of interest to the Social Work department only).

Section C
4. Response (outcome) at End of Family Support Planning
   4.1 If the Family is unwilling to agree a revised Family Support Plan, the Social Worker in consultation with the Team Leader must either carry out further assessment or hold a family welfare conference or request a child protection conference or activate care processes or close the case.
   4.2 The Social Worker in consultation with the Team Leader may also decide to hold a strategy meeting, take emergency, legal action, notify An Garda Síochána, re-direct the case and or take some other action. One or more of these actions can be carried out.
   4.3 The actions listed (at 4.2) above cannot be carried out in place of the actions listed at 4.1. (If carried out they must only be carried out in addition to one of the actions at 4.1 above).

5. Location of Services Offered (self explanatory)

6. Type of Services Offered
   6.1 Management Information

7. Sign Off – Approval
   7.1 Sign off and approve actions.
Section D

8. Allocate Worker (Designated Worker allocated to case)
8.1 Details of Worker Allocated to the case

**FAMILY SUPPORT PLAN TEMPLATE (Section B)**

This section of the form may be distributed on it’s own as the ‘Revised Family Support Plan’ to all participants.

1. **Revised Family Support Plan for:** (As above at Section A.1)

2. **Child/Parents/Carers Participants**
   2.1 Indicate if child participated in formulating the plan.
   2.2 A record of participants in the family planning process including child, family and significant others.

3. **Attendee list (at Family Support Plan Review Meeting)**
   3.1 Record details of attendees at the Family Support Plan review meeting (unlike the process used to formulate the initial Family Support Plan, a meeting is always held to review the family support plan).

4. **Names of (other) contributors with whom copies of the Revised FS Plan should be shared**
   4.1 If the plan is to be shared with others (not listed at 2 or 3 above) their names should be recorded here.

5. **Minutes for FS Plan Review**
   5.1 To capture an accurate account of discussion among the meeting participants.

6. **Review of existing plan / Revised Plan needed.**
   6.1 To summarise the status of the existing Family Support Plan
   6.2 To indicate that the review meeting has decided that a revised plan is unnecessary or and unsuitable solution to address the family’s needs and the reported concern.
   6.3 If a revised plan is not required, the template should still be signed at Section 11 below (completion of sections 7 to 10 is not required).

7. **Child and Family’s Strengths**
   7.1 See Form CC01.06.00 Section B – this section may not be needed in a ‘revised’ plan.

8. **Child and Family’s Needs**
   8.1 See Form CC01.06.00 Section B – this section may not be needed in a ‘revised’ plan.

8.a **Motivation and Capacity to Change**
   Record the degree to which parents/carers acknowledge the severity of the identified concern or abuse in terms of their child’s safety and welfare, their own part in it if relevant, and whether or not they acknowledge their responsibility to change or improve their parenting in the relevant areas in order to meet their children’s needs.

   9.1 Provide a solution focused description of the purpose of the plan (See Form CC01.09.00 Section B)

10. **Revised Family Support Plan Details**
    10.1 The review of the Family Support Plan is carried by way of a meeting with the Family, Child (if appropriate), significant others and other relevant disciplines. An updated set of actions should be recorded here as the revised Family Support Plan.
    10.2 It is important that each action has an (ideally a single) owner and timescale for completion and that it is recorded on the form.
    10.3 It is important that the actions recorded here are related back to the objectives of the plan as set out in section 9 above (also linked to section A.3 – see 9.1 above)
    10.4 Extra pages may be added.
11. **Sign Off – Approval**
11.1 The revised plan is signed off and approved by the Social Worker and Team Leader.
11.2 The revised plan must be agreed and supported by the Family / Parents/ Carers.
11.3 Support for the revised plan should be indicated by way of Family / Parents/ Carer sign-off but is not mandatory.
11.4 If it is agreed that a revised plan is unnecessary this section should still be completed.
SECTION 11
FAMILY WELFARE CONFERENCE

Introduction
The Family Welfare Conference is a family-led decision-making meeting involving family members and professionals, which is convened when decisions need to be made about the welfare, care or protection of a child/young person. The purpose of the meeting is to develop a safe plan to meet the needs of the child or young person.

Family Welfare Conferencing service is established under the Children Act 2001. Part 2 (Sections 7 -15) Part 3 (Section 16 (IVA Section 23) and Part 8 (Section 77) of the Act sets out, on a statutory basis, that role, purpose and format to be adopted by the HSE in convening and operating a Family Welfare Conference.

In circumstances where the HSE is directed by the Children’s Court (Section 77) because it considers that a child/young person on criminal charges may be in need of special care and protection, the HSE may convene a Family Welfare Conference. Section 23 of the Act sets out the circumstances where the HSE in applying for a Special Care Order to place and detain a child in a Special Care Unit, where a child’s behaviour is out of control to the extent that there is a real and substantial risk to his/her health, safety, development or welfare shall convene a Family Welfare Conference in advance of the application to the court for a Special Care Order.

In circumstances where HSE is of the view that there are issues of concern around the welfare and/or protection of a child/young person, it can, with the informed consent of parents/main carers/guardians, make a referral to the Family Welfare Conferencing service.

Family Welfare Conference is convened when:
- The HSE is directed to do so by order of the court;
- The HSE is of the view that a child requires a Special Care Order or protection which he/she is unlikely to receive unless a Special Care Order is made;
- The HSE is concerned for the welfare/care/protection of a child/young person and wishes the family to devise a safe family plan to address their concerns.

FWC Plans
FWC Plan is formulated at the Family Welfare Conference by the family. The family is allocated private family time to develop the Plan. The Family Plan is accepted and implemented by the HSE unless it puts the child at risk.

Timescales
- Preparation of families and professionals, convening and recording decisions and recommendations and dissemination of information – minimum 28 working days.
- Section 23 applications for Special Care Order - 28 days.
- Section 77 Family Welfare Conferences – 28 working days minimum.

FWC PROCESSES (Overview)

Family Welfare Conference

Direct Referrals to FWC – Separate process
### 11.0 FWC Procedure

#### 11.1 The Objective of the Procedure is:
To assess a case and decide if a formal Family Welfare Conference should be convened.
To gather sufficient information on the needs and risks within a case, to enable a family to formulate a 'family plan' so as to ensure that the needs of the child are being met.

#### 11.2 Linked Procedure:
- Initial Assessment (See procedure at 3.0 above) (Preceding).
- Further/Full Assessment (See procedure at 4.0 above) (Preceding).
- Child Protection Conference;
- Welfare / Family Support

#### 11.3 Context
Where Initial or Further Assessment indicates that a Family Welfare Conference should be initiated (action after initial or further assessment)
OR
Where, under the Children Act 2001, a court directs a Family Welfare Conference to be convened
OR
Where the HSE or its officers recommend that a child/young person is in need of Special Care.

The Family Welfare Conference is a family-led decision-making meeting where the family network comes together to develop a safe plan to meet the needs of a child/young person. The Family Welfare Conference is chaired by a person independent of the case i.e. Family Welfare Conference Coordinator.

The purpose of the Family Welfare Conference is to ensure that all information regarding the concerns raised in the Referral Report is shared with the appropriate participants and to work towards the development of a Family Welfare Conference Plan. The interests of the child are paramount and inform the Family Welfare Conference process. The Family Welfare Conference will explore whether other resources are required by the family in order to meet the needs of the child. The views of the child are important and must be considered during the process.

#### 11.4 Procedure
11.4.1 The Family Welfare Conference can be activated, as an outcome of Initial Assessment Process or another CCD1\textsuperscript{1} process or under Section 23 and Section 77 of the Children Act 2001. The allocated social worker begins the process by making a Request / Referral to the FWC Service.

11.4.2 The Family Welfare Conference Referral Form is completed and forwarded to the FWC Manager initiating a request for a FWC. The child’s personal details are replicated from the associated intake record (Form CCD1.02.00).

11.4.3 The allocated social worker reviews all information associated with the child/young person and records the Reason for Family Welfare Conference. Social Work Team Leader signs off the Referral to Form.

11.4.4 The FWC Referral Form is forwarded by the Social Worker to the FWC Manager. (Formal request to convene a FWC).

11.4.5 The FWC Manager reviews the information supplied in the Referral to FWC.

---

\textsuperscript{1} Further Assessment: CPC, GIC or Welfare/Family Support.
11.4.6 The FWC service Manager may consult with the Social Work Team Leader and Social Worker (Referrer) and may request clarification or further information.

11.4.7 The FWC Manager accepts or rejects the request.

(End of 'Request for FWC / Start of set up FWC)

11.4.8 If the FWC Manager accepts the request:

- Acceptance is recorded and signed by the FWC Manager.
- The Referral form is held by the FWC Manager in perpetuity.

11.4.9 The FWC Coordinator proceeds to arrange a Referral Meeting\(^2\). The Social Work Team Leader, Social Worker, and Family Welfare Conference Coordinator and his/her manager are contacted and arrangements agreed.

11.4.10 The participants meet as agreed, information is shared and evaluated. A Referral Report\(^3\) is completed by the Social Worker. The Referral Meeting is chaired by Family Welfare Conference Manager.

11.4.11 On completion of the Referral Report, direct work/preparatory work is undertaken with the family by the FWC Coordinator prior to a Family Welfare Conference being convened.

11.4.12 The FWC Co-ordinator makes arrangements for the conference to be held (date, time, venue, special requirements etc. are agreed) and a formal written invitation is issued to the participants. (May include information leaflets, directions to venue etc.)

11.4.13 In advance of the conference\(^4\) the FWC Coordinator meets with the child and parents/carers and significant others to:

- Clarify the purpose of the conference
- Outline the function of the conference
- Explain the processes involved

11.4.14 Attendance at the meeting is recorded in the FWC Record by the FWC Co-ordinator.

11.4.15 The meeting is chaired by the FWC Coordinator. The Family Welfare Conference Co-ordinator outlines the purpose, function, roles of participants at the meeting.

\(^2\) Four-way meeting comprising of Social Work Team Leader, Social Worker, and Family Welfare Conference Coordinator and his/her manager to discuss the details of the Referral and to draft the Referral Report

\(^3\) The Referral Report forms the basis for the Family Welfare Conference Coordinator to engage and work directly with the family and professionals.

\(^4\) The participation of family is essential however, provisions in the Children Act allows for a Family Welfare Conference to be convened in the best interest of the child.
11.4.16 The Social worker outlines the concerns in relation to the child/young person who is the subject of the Family Welfare Conference.

11.4.17 Information is shared by the professionals with family members to address the concerns of the child and the needs of the child(ren) and family.

11.4.18 The family is allocated Private Family Time to reflect on the proceedings and work on the development of a Family Plan.

11.4.19 Once the family has discussed and agreed the Plan, it is accepted by the social work Team Leader, unless it is considered that it puts the child at risk.

11.4.20 Where the outcome is an agreed Plan, the FWC Coordinator records the decisions and recommendations of the Family Welfare Conference on behalf of the family on the FWC Record and circulates to all participants.

11.4.21 The FWC Record is held by the FWC Manager in perpetuity and a copy in the social work case file. This concludes the Family Welfare Conference until Review Family Welfare Conference is convened.

11.4.22 Where the outcome is that a plan has not been agreed, the Family Welfare Conference process concludes and the relevant parties informed. The FWC Record is updated the outcome of the FWC recorded by the FWC Co-ordinator.

11.4.23 The Social Work Team Leader and the allocated social worker review the case information and activate an alternative action is activated.

11.4.24 The decision is approved by the Team Leader.

11.4.25 The team leader allocates a social worker and records the allocation status and the social worker details.

11.4.26 The form is held by the social worker in the case file and the FWC process ends.

11.4.27 If the FWC Manager rejects the request for a Family Welfare Conference:

   - The reason for rejection is recorded on the Referral to FWC form.
   - The referral request is signed off by the Family Welfare Conference Manager and notified to social work department on the reason for rejection. The Referrer is informed.
   - The Request for FWC is returned to the Social Work Team Leader (A copy is held by the FWCC).
# Family Welfare Conference Procedures, Forms & Guidance

## Section A

### 1. Details

<table>
<thead>
<tr>
<th>Date:</th>
<th>Report no:</th>
<th>Case no:</th>
</tr>
</thead>
</table>

### 2. Details of Child (From Intake Record)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Sex:</th>
</tr>
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<table>
<thead>
<tr>
<th>Telephone No/s:</th>
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<table>
<thead>
<tr>
<th>DOB:</th>
<th>PPSN</th>
<th>Religion</th>
<th>Select (CSD list)</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Age:</th>
<th>Other ID</th>
<th>Ethnicity</th>
<th>Select (CSD list)</th>
<th></th>
</tr>
</thead>
</table>

Additional Info. e.g. School/ Occu.p/Other:

### 3. Primary Reason for Referral to FWC (Tick one)

- [ ] Child Protection (PSE Abuse or Neglect)
- [ ] Child Welfare Concern

**Tick one?**

<table>
<thead>
<tr>
<th>Section 77</th>
<th>Section 23</th>
<th>Family Support</th>
</tr>
</thead>
</table>

### 4. State Concerns to be addressed at FWC

- 
- 
- 

### 5. Purpose of the FWC

- 
- 
- 

### 6. Parents

<table>
<thead>
<tr>
<th>Mother</th>
<th>Father</th>
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<table>
<thead>
<tr>
<th>Name:</th>
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<th>Address:</th>
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<th>DOB:</th>
<th>Telephone No/s:</th>
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<thead>
<tr>
<th>Religion:</th>
<th>Ethnicity:</th>
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</table>

Additional Information:

### 7. Household Composition

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>DOB</th>
<th>Additional Information e.g. School/Occupation/Other</th>
</tr>
</thead>
<tbody>
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### 8. Details of significant others

<table>
<thead>
<tr>
<th>Relationship (e.g. Caretaker/Sibling/Other):</th>
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<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Telephone No(s):</td>
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</tbody>
</table>
| Additional Information e.g. School/Occupation/Other:

| Name:                                        |
| Address:                                     |
| Telephone No(s):                             |
| Additional Information e.g. School/Occupation/Other:

| Name:                                        |
| Address:                                     |
| Telephone No(s):                             |
| Additional Information e.g. School/Occupation/Other:

| Name:                                        |
| Address:                                     |
| Telephone No(s):                             |
| Additional Information e.g. School/Occupation/Other:

### 9. Care Status of Child (Current)

<table>
<thead>
<tr>
<th>Voluntary Care</th>
<th>Interim Care Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervision Order</td>
<td>Care Order</td>
</tr>
<tr>
<td>Emergency Care Order</td>
<td>Special Care Order</td>
</tr>
</tbody>
</table>

**Interim Special Care Order**

**Any current care proceedings?**

**If YES**

### 10. Guardian ad Litem

**Yes**  **No**

**Does the child have a Guardian ad Litem?**

**If YES:**

**Name:**
### FORM: CC01.11a.00
### RE Referral To Family Welfare Conference Record

#### 11. Child, Family Awareness of Referral to FWC
- Is the child aware that a Family Welfare Conference referral has been made?
  - [ ] Yes
  - [ ] No
- Who in the family has this referral been discussed with?

<table>
<thead>
<tr>
<th>Relationship/Role</th>
<th>Name</th>
<th>Consented to FWC</th>
</tr>
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<tbody>
<tr>
<td></td>
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<td>Yes</td>
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<td>Yes</td>
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<tr>
<td>Other Family Member</td>
<td></td>
<td>Yes</td>
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</table>

#### 12. Referrer to FWC Details
- Name:
- Address:
- Tel. No. (Office):
- Tel. (Mobile):
- Email addr:
- Role:

#### 13. Other Agencies Involved

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Agency</th>
<th>Address</th>
<th>Contact Number</th>
</tr>
</thead>
</table>

#### 14. Sign Off
- Social Worker: Date:
- Team Leader: Date:

#### SECTION B

#### 15. Action on Receipt of Referral to FWC

- Yes
- No

**Reason (if no above):**

#### 16. Agree action and Sign Off / Approval
### SECTION C

17. Allocated

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Allocated</th>
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<tbody>
<tr>
<td>Location</td>
<td>Telephone</td>
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</tbody>
</table>

**FORM: CC01.11a.00**

**REFERRAL TO FAMILY WELFARE CONFERENCE RECORD**
### Section A

1. **Requested by**
   - **Referrer Name**
   - **Role**
   - **Date**

2. **Details**
   - **Date**
   - **Report no.**
   - **Case no.**

3. **Details of Child (From Intake Record)**
   - **Name:**
   - **Address:**
   - **Sex:**
   - **Telephone No(s):**

4. **Other Family Members (Subject of FWC)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>M</th>
<th>F</th>
<th>Consented</th>
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</table>

5. **Attendees at Referral (FWC) Meeting**

<table>
<thead>
<tr>
<th>Role / Agency</th>
<th>Name</th>
<th>Invited</th>
<th>Attended</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes No Yes No</td>
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<tr>
<td>Referrer</td>
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<tr>
<td>Referrers HM</td>
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<tr>
<td>FWCCC</td>
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<tr>
<td>FWC Manager</td>
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</tbody>
</table>
### Section B

#### 6. Referral Report

**Background**

-...
-...

**Concerns**

-...
-...

**Purpose of the Family Welfare Conference /Family Meeting**

-...
-...

**Resources in use**

-...
-...

**Additional Resources Available**

-...
-...

**Preparation for the Family**

-...
-...

**Family's Strengths & Positives**

-...
-...

**Bottom Line**

-...
-...
<table>
<thead>
<tr>
<th>Section C</th>
<th>7. Action at End of FWC Referral Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Convene Family Welfare Conference</td>
</tr>
<tr>
<td></td>
<td>2. NFA/Close</td>
</tr>
<tr>
<td></td>
<td>Comment:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Section D</th>
<th>8. Sign Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/Carer</td>
<td>Date</td>
</tr>
<tr>
<td>Parent/Carer</td>
<td>Date</td>
</tr>
<tr>
<td>Referrer</td>
<td>Date</td>
</tr>
<tr>
<td>Referrers LM</td>
<td>Date</td>
</tr>
</tbody>
</table>

Section D   For completion by the Social Work Department (if NO ABOVE)

9. Action (If Request for FWC not approved)

<table>
<thead>
<tr>
<th>If no (tick one - see guidance)</th>
<th>Tick as required - See guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. NFA/Close</td>
<td>Strategy Meeting</td>
</tr>
<tr>
<td>2. Family Support services</td>
<td>Emergency Action</td>
</tr>
<tr>
<td>3. Further Assessment</td>
<td>Notification to An Garda Siochana</td>
</tr>
<tr>
<td>4. Care Plan – admission to Care</td>
<td>Legal Action</td>
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<tr>
<td></td>
<td>Redirect</td>
</tr>
<tr>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

(Comment)

10. Social Work Dept. (Manager Sign Off / Approval)

<table>
<thead>
<tr>
<th>Social Worker</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Leader</td>
<td>Date</td>
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</table>

11. Allocation Status

<table>
<thead>
<tr>
<th>Allocated</th>
<th>Awaiting Allocation</th>
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12. Allocate Worker

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<thead>
<tr>
<th>Designated Worker allocated to case</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Allocated:</td>
</tr>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Profession:</td>
</tr>
<tr>
<td>Location:</td>
</tr>
<tr>
<td>Telephone:</td>
</tr>
</tbody>
</table>
GUIDANCE ON COMPLETING THE FWC REFERRAL RECORDS

FORMS: CC01.11a.00 & CC01.11b.00

**General**
It is important to record the dates on which the Process commenced and completed.

Information based on interviews and other direct work i.e. with the child/parents/carers/family/significant others, as well as that obtained from key professionals/agencies contacted are normally recorded in case notes. The relevant sections of the form are completed from the case notes.

Any discrepancies in the information received should be clearly recorded.

**REFERRAL TO FWC FORM - QUESTIONS/SECTIONS**

### SECTION A

1. **Details**
   1.1 Date
   1.2 Report Number (as per Intake-Referral record)
   1.3 Case Number (as per Intake-Referral record)

2. **Details of Child (From Intake Record)**

3. **Primary Reason for Referral to FWC (Tick one)**
   3.1 Tick one from Report type only
   3.2 Child Protection indicates report type Physical, Sexual or Emotional Abuse or Neglect
   3.3 Tick one from Section 77, Section 23 or Family Support

4. **State Concerns to be addressed at FWC**
   4.1 To record a summary of the concerns to be addressed at the FWC.
   4.2 This section focuses on the problem

5. **Purpose of the FWC**
   5.1 This section focuses on the possible solutions

6. **Parents (From Intake Record)**

7. **Household Composition (From Intake Record)**

8. **Details of significant others (From Intake Record)**

9. **Care Status of Child**
   9.1 Current status

10. **Guardian ad Litem**
    10.1 Self Explanatory

11. **Child, Family Awareness of Referral to FWC (Self Explanatory)**

12. **Referrer to FWC Details (Self Explanatory)**

13. **Other Agencies Involved (Self Explanatory)**

14. **FWC Agree action and Sign Off / Approval**
    14.1 Sign off and approve decision to proceed to FWC or not.
**SECTION B**

15. **Action on Receipt of Referral to FWC**

15.1 To indicate if the request for a FWC has been accepted by the FWC Service.

15.2 If the referral is not accepted a comment may be recorded.

15.3 The Social Worker in consultation with the Team Leader must either close the case, formulate a Family Support Plan, refer the case to a Child Protection Conference or carry out further assessment.

15.4 The Social Worker in consultation with the Team Leader may also decide to hold a strategy meeting, take emergency, legal action, notify An Garda Síochána, re-direct the case and or take some other action. One or more of these actions can be carried out.

15.5 The actions listed at 15.4 above cannot be carried out in place of the actions listed at 10.2.

16. **Agree action and Sign Off / Approval**

16.1 SW dept. sign off and approval of action above.

17. **Allocated**

17.1 Details of FWC coordinator allocated to the case
HSE Children & Family Support Services  
CHILD WELFARE & PROTECTION  
FAMILY CONFERENCE RECORD  

SECTION A  

1. Details of Family Welfare Conference  
Venue: 
Time: Date: Report no.: Case no.:  

2. Details of Child & Family (From Intake Record)  
Name: Sex:  
Address:  

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
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<th>Consented</th>
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</table>

3. Attendees  
Name | Role / Agency | Name | Role / Agency  
---|---------------|---|---------------|
Family | | Advocate |  
Guardian ad litem | Information given1 | Information given2 | Information given3 | Coordinator |  
Apologies |  
Invites to FWC but did not attend |  

SECTION B  

4. Purpose of the FWC  

---

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<table>
<thead>
<tr>
<th>5. Concerns</th>
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<tr>
<th>6. Resources offered to the family at the FWC</th>
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## 7.0 FAMILY PLAN

### Decisions

- [ ]

- [ ]

- [ ]

### Recommendations

- [ ]

- [ ]

- [ ]
### Family Conference Record

#### 8. Monitoring the Family Plan

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#### 9. Review

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#### SECTION C

### 10. Outcome of the FWC

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Family Plan Agreed by Family</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Family Plan Accepted</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Date of FWC Review</td>
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**Comment**

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#### 11. Sign Off

<table>
<thead>
<tr>
<th>Coordinator name</th>
<th>Date:</th>
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<tr>
<td>Signature</td>
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### Section D

**For completion by the Social Work Department (If NO at 12 ABOVE)**

#### 12. Action on Completion of FWC

<table>
<thead>
<tr>
<th>Action</th>
<th>Ticks</th>
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<tbody>
<tr>
<td>1. Discontinue</td>
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<tr>
<td>2. Family Support Services</td>
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<td>3. Further Assessment</td>
<td>☐</td>
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<td>4. Family Welfare Conference/Review</td>
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<td>5. Child Protection Conference/Review</td>
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<td>6. Care Plan – admission to Care</td>
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**Comments**

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#### 13. Social Work Dept. (Manager Sign Off / Approval)

<table>
<thead>
<tr>
<th>Social Worker</th>
<th>Date</th>
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<tr>
<td>Team Leader</td>
<td>Date</td>
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#### 14. Allocation Status

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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<td>✗</td>
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#### 15. Allocate Worker

**Designated Worker allocated to case**

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<th>Date</th>
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**Name:**

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**Profession:**

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**Telephone:**

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GUIDANCE ON COMPLETING THE (NAME) RECORD
FORM: CD01.11ex.00

**General**
It is important to record the dates on which the Process commenced and completed.

Information based on interviews and other direct work i.e. with the child/ parents/ carers/ family/ significant others. as well as that obtained from key professionals/ agencies contacted are normally recorded in case notes. The relevant sections of the form are completed from the case notes.

Any discrepancies in the information received should be clearly recorded

**FWC RECORD - QUESTIONS/SECTIONS**

### SECTION A

1. Details of Family Welfare Conference
   1.1 Report Number (as per Intake-Referral record)
   1.2 Case Number (as per Intake-Referral record)

2. Details of Child & Family (From Intake Record)
   2.1 The names and details of family members who are willing (and unwilling) to attend at the family welfare conference

3. Attendees
   3.1 Family Advocate (Self Explanatory)
   3.2 Guardian ad litem (Self Explanatory)
   3.3 Information giver1 (Referrer) (Self Explanatory)
   3.4 Information giver2 (TL) (Self Explanatory)
   3.5 Coordinator (Self Explanatory)
   3.6 The names of invitees who do not attend or who are unable to attend may be recorded here.

### SECTION B

4. Purpose of the FWC
   4.1 May be replicated from Referral record
   4.2 Solution focused description

5. Concerns

6. Resources offered to the family at the FWC

7. Family Plan
   7.1 Decisions (to be completed by coordinator)
   7.2 Recommendations (to be completed by coordinator)

8. Monitoring the Family Plan (to be completed by coordinator)

9. Review (to be completed by coordinator)

### SECTION C

10. Outcome of the FWC
   10.1 To indicate that the Family Plan has been agreed by Family and is accepted by the Social Work Department.
   10.2 The date of the FWC Review must be recorded here
10.3 If the IF Plan not agreed or accepted give details

11. Sign Off (self explanatory)

**Section D** (for social work department only)

12. Action (If Request for FWC not approved)

12.1 The Social Worker in consultation with the Team Leader must close the case, formulate a Family Support Plan, refer the case to a Child Protection Conference or carry out further assessment.

12.2 The Social Worker in consultation with the Team Leader may also decide to hold a strategy meeting, take emergency, legal action, notify An Garda Síochána, re-direct the case and/or take some other action. One or more of these actions can be carried out.

12.3 The actions listed at 9.2 above cannot be carried out in place of the actions listed at 9.1

13. Agree action and Sign Off / Approval

13.1 SW dept. sign off and approval of action above.

14. Allocation Status (self explanatory)

15. Allocated

15.1 Details of Social Worker allocated to the case i.e. to carry out the action agreed at 14 above
SECTION 12
FAMILY WELFARE CONFERENCE REVIEW PROCESS

Introduction

A Family Welfare Conference Review may take place, following an agreed period of time, (normally after 3 months) to review the implementation of the Plan agreed at the Family Welfare Conference.

The Family Plan is reviewed and elements of the Plan that are working well and those that are not working are discussed. A new Plan or a modified Plan may emerge at the Review or the case may be closed to the FWC service.

The responsibility for the monitoring of the plan is decided at the Family Welfare Conference Review.
12.0 FWC REVIEW

12.1 The objective of the procedure is:
To assess an on-going (FWC) case to decide if the case may be closed to the Family Welfare Conference or if an updated plan is required.

12.2 Linked Procedure:
Family Welfare Conference (See procedure at 11.0 above) (Proceeding).

12.3 Context
Review of ‘Family Plan’ agreed at a previous Family Welfare Conference.

12.4 Procedure
12.4.1 The FWC Co-ordinator makes arrangements for the Review Family Welfare Conference to be held (date, time, venue, special requirements etc. are agreed) and a formal written invitation is issued to the participants. (May include information leaflets, directions to venue etc.) The purpose of the review is to:
- Review the Family Plan
- Identify what is working and what is not working
- Identify any changes that can be made
- Identify any additional supports that may be of benefit to the family

12.4.2 Attendance at the FWC Review meeting is recorded in the FWC Review Record by the FWCC.

12.4.3 The meeting is chaired by the FWC Coordinator. The Family Welfare Conference Co-ordinator outlines the purpose, function, roles of participants at the meeting.

12.4.4 Information is shared and evaluated by all participants.

12.4.5 The Family Plan is reviewed and the outcome is recorded in the Family Welfare Conference Review Record.

12.4.6 The FWC Review Record is held by the FWC Manager in perpetuity and a copy in the social work case file.

12.4.7 A copy of the Review Report is circulated to all participants.

12.4.8 This concludes the Family Welfare Conference Review.
### SECTION A

1. Details of Family Welfare Conference REVIEW

<table>
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<th>Venue</th>
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<td>Time</td>
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<td>Report no.</td>
<td>Case no.</td>
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2. Details of Child & Family (From Intake Record)

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<th>Name</th>
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### 3. Attendees

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<th>Role / Agency</th>
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<th>Role / Agency</th>
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Guardian ad litem
Information giver
Information giver
Information giver
Coordinator

Apologies

<table>
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<th>Invites to FWC REVIEW but did not attend</th>
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SECTION B

4. Revised Plan needed:  Yes ☐ No ☐ If yes, formulate new plan using template provided below.
   Comment:

SECTION C

5. Outcome of the Review
   Close case to FWC Service  Yes ☐ No ☐ Family Plan Agreed by Family  Yes ☐ No ☐
   Family Plan Accepted  Yes ☐ No ☐ Date of FWC REVIEW
   Comment:

6. Sign Off
   Coordinator name: ___________________________ Date: __________
   Signature: ___________________________

Section D - For completion by the Social Work Department

7. Action on Completion of FWC REVIEW
   If no (tick one – see guidance)  Tick as required – See guidance
   1. IFRA/Close  ☐  - Strategy Meeting  ☐
   2. Family Support Services  ☐  - Emergency Action  ☐
   3. Further Assessment  ☐  - Notification to An Garda Síochána  ☐
   4. Family Welfare Conference/Review  ☐  - Legal Action  ☐
   5. Child Protection Conference/Review  ☐  - Re-direct  ☐
   6. Care Plan – admission to Care  ☐  - Other  ☐
   (Comment):

8. Social Work Dept. (Manager Sign Off / Approval)
   Social Worker: ___________________________ Date: __________
   Team Leader: ___________________________ Date: __________

9. Allocation Status
   Allocated  ☐  Awaiting Allocation  ☐

10. Allocate Worker
    Designated Worker allocated to case
        Name: ___________________________ Date Allocated: __________
        Profession: ___________________________
        Location: ___________________________ Telephone: ___________________________
GUIDANCE ON COMPLETING THE FWC REVIEW RECORD

FORM: CC01 12.00

General
It is important to record the dates on which the Process commenced and completed.

Information based on interviews and other direct work i.e. with the child/parents/carers/family/significant others, as well as that obtained from key professionals/agencies contacted are normally recorded in case notes. The relevant sections of the form are completed from the case notes.

Any discrepancies in the information received should be clearly recorded

FWC REVIEW MEETING - QUESTIONS/SECTIONS

SECTION A

1. Details of Family Welfare Conference REVIEW
   1.1 Report Number (as per Intake-Referral record)
   1.2 Case Number (as per Intake-Referral record)

2. Details of Child & Family (From Intake Record)
   2.1 The names and details of family members who are willing (and unwilling) to attend at the family welfare Conference REVIEW

3. Attendees
   3.1 Family Advocate (Self Explanatory)
   3.2 Guardian ad litem (Self Explanatory)
   3.3 Information giver1 (Referrer) (Self Explanatory)
   3.4 Information giver2 (TL) (Self Explanatory)
   3.5 Coordinator (Self Explanatory)
   3.6 The names of invitees who do not attend or who are unable to attend may recorded here.

SECTION B

(See family Plan Template guidance below)

SECTION C

6. Outcome of the FWC REVIEW
   5.1 To indicate that the Family Plan has been agreed by Family and is accepted by the Social Work Department.
   5.2 The date of the FWC REVIEW must be recorded here
   5.3 Comment is optional

6. Sign Off (self explanatory)

Section D is for the social work department only

7. Action
   7.1 The Social Worker in consultation with the Team Leader must either close the case, formulate a Family Support Plan, refer the case to a Child Protection Conference or carry out further assessment.
   7.2 The Social Worker in consultation with the Team Leader may also decide to hold a strategy meeting, take emergency, legal action, notify An Garda Siochana, re-direct the case and or take some other action. One or more of these actions can be carried out.
   7.3 The actions listed at 9.2 above cannot be carried out in place of the actions listed at 9.1
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<th>GUIDANCE</th>
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<tbody>
<tr>
<td>CHILD WELFARE &amp; PROTECTION</td>
<td>FWC REVIEW RECORD</td>
</tr>
</tbody>
</table>

8. **Agree action and Sign Off / Approval**
8.1 SW dept. sign off and approval of action above.
9. **Allocation Status** (self explanatory)
10. **Allocated**
10.1 Details of Worker allocated to the case i.e. to carry out the action agreed at 14 above

<table>
<thead>
<tr>
<th><strong>Family Plan Template</strong></th>
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<tbody>
<tr>
<td>1. Agencies goal for FWC REVIEW (May be replicated from FWC Referral record)</td>
</tr>
<tr>
<td>2. Purpose of the FWC REVIEW (Solution focused description)</td>
</tr>
<tr>
<td>3. Concerns</td>
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<tr>
<td>4. Resources offered to the family at the FWC REVIEW</td>
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<tr>
<td>5. Decisions (to be completed by coordinator)</td>
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<td>6. Recommendations (to be completed by coordinator)</td>
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<tr>
<td>7. Monitoring the Family Plan (to be completed by coordinator)</td>
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<td>8. Review (to be completed by coordinator)</td>
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