

Family Plan and Review

**The Plan and Review document is combined. This is to ensure that plans are completed in collaboration with children and families, and their professional network. There are some key principles for plans and reviews, for example the child / young person wellbeing is paramount and a Team Around the Family meeting needs to be useful and supportive. The template should be used to record the main points of the meeting. There is no need for formal minutes or to record everything verbatim. The main purpose of the meeting should be to develop a solution focussed action plan and progress made during subsequent reviews.**

**Date of Plan / Review:** Click or tap to enter a date.

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| Attendees | | |
| Name | **Role /agency** | **Contact details** |
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| **What strengths have been identified?** |
| This information should be pulled across from the end of the assessment (although for subsequent reviews the TAF will explore and capture what has been working well and new strengths / progress) |
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| **What needs have been identified?** |
| This is pulled across from the assessment (it doesn’t need to be updated for subsequent TAF’s as should be a reflection of the initial recommendations following the assessment) This should include what the next steps should be and be based on the practitioners analysis of the information gathered and needs identified. This should consider the history and impact on the child. It should include the family priorities but also acknowledge any other recommendations from other professionals involved. This is not the plan. |
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| **Any other notes captured during the review / meeting?** |
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| Outcomes  (What will be better for me and my family?) | Actions  (What are the individual steps to achieve this?) | Who is responsible  (Who is going to help?) | Timescale  (by when) | Update |
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Date of next meeting:Click or tap to enter a date. Time: Where will the meeting be?:

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| **Manager comments / sign off** |
| Managers will ensure that we produce SMART plans, it is important that the Manager outlines their views clearly  It is also important the Manager reflects on the impacts of the needs and ensure that these are met by the partners that are engaged in the plan and review process with the focus on the needs of the child/ren  Date: Click or tap to enter a date. |