

# Stoke on Trent Family Support Forum

## Terms of Reference Sept. 2009

### 1 Remit

The Family Support Forum (FSF) **is a multi agency group** consisting of representatives from Stoke on Trent agencies which work with children, young people and their families who have Level 2 and 3 needs, as featured in the Children and Young People's Trust Guide to levels of Need.

### 2 Core Aims

**The FSF is responsible for deciding which organisation/service is best suited to accept family referrals and to meet needs of family**

### 3 Membership

The FSF will:

Comprise of representatives of key agencies including health providers, police, IFSW, Education Welfare Officers, schools, FSN, FIP etc.

**Membership will not be exclusive** and membership will extend to other organisations/services by agreement of all members

Elect a **facilitator and co facilitator** on a rotating yearly cycle

### 4 Accountability and Reporting

**The FSF is accountable to the Head of Service Children in Need**

FSF will meet fortnightly, alternating between the south and north of the City  
The dates for Forums is on the FSN website

FSF will provide a secure record of the names of the cases discussed and the decisions made by members.

FSF will provide monthly data regarding details of referral outcomes by gender and age

### 5 Principles

FSF will retain a child/young person focus, recognising that each child/young person is unique, and having due regard to the diversity of race, language, culture, religion/faith and gender in generating better informed practice.

FSF will remain alert to the vulnerability of certain populations of children/young people according to age, disability, family context and to those who are disadvantaged by poverty and social exclusion

FSF will conduct its business with a commitment to supporting

children/young people to reach the five Every Child Matters outcomes  
FSF will adhere to good information sharing practice as outlined in the Children and Young People's Trust Information Sharing Protocol

## **6 Review**

FSF will review the terms of reference as and when necessary to reflect relevant changes in practice

## **7 Agenda**

this will include standing items;

- Introductions
- Confidentiality statement
- Review of Referrals from the last Forum
- New referrals
- AOB

## **8 Referral Structure**

All referrals to the Forum will need to have the consent from the family

Referrals specifically for the Family Support Network will need to have a CAF completed, including TAC meetings and reviews and all options exhausted through this process before a case can be considered by the Network.

Family Support Network will collect referral information prior to the Forum meeting.

Referrals will be brought to the Forum for multi agency discussion and agreement as to the most appropriate organisation/service to accept the referral

Referrals will be made to a single point within Family Support Network

Referral forms will be available on the Family Support Network web site for practitioners to download. Once completed forms can be sent to Family Support Network by post or fax.

Family information will be sent to practitioners attending the meeting to prepare them for discussions.

Referrers will be reminded of the responsibility of the TAC members to continue to provide support to families until agreement has formally been made to accept the referral by the FSF. The relevant organisation will then contact the referrer to discuss the next steps

Referrers will be advised of the date of the next appropriate Family Support Forum which they must attend to provide full information of the referral.