Please **complete all** sections of this referral form in order to fully brief the FGC Service and to help with the allocation of the case. Our approach to working with families is solution focused. Please use language which will help us to engage with the family and support them in creating a safe plan.

FGC is a voluntary process. As such, we need the full consent of the family. This should be gained, prior to a referral being made, by using the Consent Form on our intranet page: <https://intranet.oxfordshire.gov.uk/cms/content/family-group-conference-service> The co-ordinator will need to meet you before contacting the family. You will need to attend the FGC and accept the Family Plan. If you are planning to transfer the family to another team/worker within the next few weeks, please do not make a referral at this stage. You may wish to discuss making a referral to the FGC Service with the new allocated case worker at the hand-over meeting.



D**ate of request:** *Complete one request per family*

**Have you asked those with PR if they want an FGC? If so, what was their response?**

**Please start with primary child:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Names – all children involved in the FGC** | **Gender** | **Address if different from parents**  | **Ethnicity** | **D.O.B** |
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| **Family’s first language:****Any special needs or considerations:** |

**Please start with person with PR and provide full address and contact details:**

|  |
| --- |
| **Known family group: carers, extended family, friends and others***If you have limited knowledge of the extended family, then the co-ordinator will explore further and seek consent for their involvement* |
| **Name** | **Relationship to young person** | **Address including postcode** | **Phone** |
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| --- | --- |
| **Referrer details:** Name: Role:Office Number EXT/Mobile:EmailAddress including postcode: | Line Manager: Email: Mobile Number:Has your line manager approved this referral? Yes or No  |

|  |
| --- |
| **Other key professionals involved with the children or parents – schools, health visitors, CAMHs, Turning Point etc** |
| **Name** | **Role and/or organisation** | **Email** | **Phone** |
|  |  |  |  |
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**Current status of case** (mark with ‘x’ as applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| Team Around the Family | [ ]  | Proceeding | [ ]  |
| Child in Need | [ ]  | Interim Care Order | [ ]  |
| Child Protection Plan | [ ]  | Interim Supervision Order | [ ]  |
| Section 20 | [ ]  | Child Arrangement Order | [ ]  |
| Looked After Child | [ ]  | Full Care Order | [ ]  |
| Pre-Proceeding | [ ]  | Special Guardian Order  | [ ]  |
| Other – please specify | [ ]  |  |  |

**Reasons for FGC** (mark with ‘x’ as many as applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| Preventing significant harm | [ ]  | Considering options for alternative care for children | [ ]  |
| Reunification to families/extended families | [ ]  | Supporting parents to address drug and alcohol use | [ ]  |
| Addressing offending behaviour | [ ]  | Bringing families together to safeguard  | [ ]  |
| Establishing and maintaining contact  | [ ]  | Improving school attendance  | [ ]  |
| Prioritising children’s welfare to promote safeguarding | [ ]  | Improving parental capacity  | [ ]  |
| Supporting parents to address mental health issues | [ ]  | Reducing risk or impact of DA  | [ ]  |
| Supporting parents with disabilities | [ ]  | Part of the assessment process | [ ]  |
| Preventing child coming into care | [ ]  | SGO support | [ ]  |

*In the following sections, please try and keep to no more than five bullet points per answer. You may wish to seek some input from your manager.*

**What are the concerns of the local authority and what changes would you like the FGC to achieve?** Why do you need an FGC? What do you want the family to address?

**What are the strengths of the family?**

**What are your “bottom lines”?** What are the essential things that the LA require the family to address? Is anything considered unsafe or unacceptable? What action will the LA take if the issues are not addressed / improved?

**The Coordinator will agree the FGC questions with you and the family. What questions do you think might help achieve the changes that you want the family to make?**

**What other actions are underway, such as CAMHS, or legal advice?**

**Or any other assessment is planned and when will they be completed?**

**When are key events coming up, such as core groups, conferences and court hearings?**

**What additional support will the local authority offer to the family to consider including in their FGC Plan? (For example, parenting courses, referrals to Turning Point)**

**Has there been any conflict or disagreement between the family and the local authority?**

**Do you think any of the children or adults may need support from an advocate?**

**RISK ASSESSMENT**

|  |  |
| --- | --- |
| Is there FWI risk assessment for any members of the extended family? |  |
| Is there a history of physical assault, verbal aggression by family members on other family members? |  |
| Is there a history of physical assault, verbal aggression by family members on professionals? |  |
| Is it safe to visit family members alone in the home? |  |
|  Is there any current substance use? |  |
| Have they got any dogs, snakes, or other dangerous pets?  |  |
| Any known criminal convictions for violence? |  |

* *Please update us if there are any significant changes to the risk assessment before the FGC*.

* For DA cases, what restrictions are in place?
* Does the victim recognise the domestic abuse? Yes [ ]  No [ ]  To be discussed [ ]
* Does the victim recognise the impact on the children and want to involve family / friends to improve the situation? Yes [ ]  No [ ]  To be discussed [ ]
* Does the perpetrator recognise the domestic abuse? Yes [ ]  No [ ]  To be discussed [ ]
* Does the perpetrator recognise the impact on the children and want to involve others to improve the situation? Yes [ ]  No [ ]  To be discussed [ ]
* Might the extended family be concerned about the safety of an FGC meeting? Yes [ ]  No [ ]
* Is there a potential for aggression at an FGC for this family? Yes [ ]  No [ ]  To be discussed [ ]