

Operating Guidance – Graduated Family and Parenting Offer

PATHWAY TO PROVISION LEVEL	Improving Family Functioning	Parenting of CYP Exhibiting Risk Taking Behaviour	Reducing Violence & Conflict in the home between CYP and parent	Improving Practical Routines and Boundaries	Parenting CYP with ASD and/or ADHD
L1/2/3/4	Online Resources /Leaflets and Webinars				
L2/3	Parenting drop in Clinic				
L2/3/4	Triple P workshops			Triple P workshops	
	Lego Therapy Workshop				Lego Therapy Workshop
			Conflict Workshop		Calming ADHD Workshop
		Understanding and parenting teenagers Workshop			Understanding ASD Workshop
	Preparing for Kinship Care Workshop				
L3	Solution Focussed Family meeting				
L3 / 4		NVR Group	NVR Group		
	123 Magic			123 Magic	123 Magic
	Solihull				
L2/3/4	EPEC Being a Parent / EPEC Living with Teenagers/ EPEC - ADHD/ASD				
L3/4	Family mediation				
	Family Mapping				

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121 Parenting in the Home					
L 3/4	Intensive Family Support			Intensive Family Support	
L4	Family Group Conferencing				
L3/4		CSE/Sexualised Behaviour/Online Safety			
L3/4	Promoting Positive Behaviour (formerly Anger Management)		Promoting Positive Behaviour (formerly Anger Management)		Promoting Positive Behaviour (formerly Anger Management)
L3/4	Improving Emotional Well-Being and Resilience		Improving Emotional Well-Being and Resilience		
Other relevant Services	CAFCASS Parents in Conflict Course & Triple P (court ordered (must be open to CSC)	YJ Service – Crime Prevention Workshops provided in school, Workshops provided by TETC team	Development Trauma and Attachment Team CAMHS	ICDS Early Support Service	Health Families Teams Positive Parenting Booklets SBAP Teams ICDS Early Support Service
Specialist Assessments	Initial Household Income Assessment		Specialist Assessment of Parenting Capacity for Adults with a Learning Disability		
P2P L3/4	Adoption Financial Assessment		Adoption Support Fund Assessment & Application		
	Parenting Assessment for Court (pre Court Order)		Sibling Young Carer Personal Budget Assessment		

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Section 1: Referrals to the Graduated Family and Parenting Offer for Families with an Assessment at level 2, 3 and 4 of the Pathway to Provision:

1 The Graduated Family and Parenting Offer:

The Graduated Family and Parenting offer provides a set of targeted and specialist interventions for families with varied and complex support needs. From those who have had an assessment at level 2 and 3 of the Pathway to provision, families subject to CP or CiN plans, on the edge of care, in PLO, families subject to an Early Help Services Assessment, an EHAF through to families who have less complex needs at level 2 of the pathway to provision. Its primary aim is to improve outcomes for children and young people by offering a package of interventions which builds parenting capacity and supports individual and family resilience when facing adversity.

The Graduated Family and Parenting interventions plan will be co-produced with each family at a planning meeting or discussion and tailored to their distinct needs with the aim of supporting families in a strength-based approach.

The Graduated Family and Parenting offer aims to simplify the referral process and remove any necessity for referrers to have expert knowledge of the interventions available to families and to match family needs to specific interventions at the point of referral.

Once a referral is accepted by the Family Service a Graduated Family and Parenting interventions plan will be agreed that:

- Is targeted at the level and area of need that will have to greatest impact for children and young people in the household,
- Is understandable and manageable for families,
- Minimises the number of workers going into a family at any one time,
- Ensures the Interventions being offered are proportionate to the needs identified in the referral,
- Delivers a package of support in a timely manner to avoid drift and delay for families,
- Prioritises the most specialist, in-depth, individualised, face to face and intensive interventions and assessments and evidence-based parenting programmes for families who have had a whole family assessment and who have the most complex and high-risk needs (ie those of CP plans, in Legal Planning processes, on the edge of care and the most complex early help services cases).

2 Referrals to the Family Service for the Graduated Family and Parenting Offer

Families assessed as having needs at level 3 and 4 of the Pathway to Provision can be referred by their Lead Professional to the family service's Graduated Family and Parenting offer for a package of planned intervention under one of the following primary needs categories:

- Improving Family Functioning
- Parenting of Children and Young People exhibiting risk taking Behaviours
- Reducing Violence and Conflict within the home between child and parent
- Improving practical routines and boundaries

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	<ul style="list-style-type: none">• Parenting a Children and Young People with ASD and/or ADHD <p>For lead professional from the Family Service, Children’s centres, Youth Justice and Children’s Social Care the referral can be made using a Request for Intervention Step on Mosaic.</p> <p>Lead professionals from external agencies (ie Care Coordinators from CAMHS / Housing Providers) will refer using the online referral form via the EHU.</p>
3 The Graduated Family and Parenting Offer Interventions Menu:	
	<p>The specific interventions available from the Graduated Family and Parenting offer are listed in the diagram on page one of this section of the operating guidance which illustrates how the graduated offer is designed to meet the 5 areas of presenting needs.</p> <ul style="list-style-type: none">• Improving Family Functioning• Parenting of Children and young people exhibiting risk taking behaviour• Reducing Violence and Conflict within the home between child and parent• Improving practical routines and boundaries• Parenting a Children and Young People with ASD and/or ADHD <p>The offer is made up of a mixture of:</p> <ol style="list-style-type: none">1. Parenting Clinics, (<i>Appendix 3</i>)2. Parenting Workshops,3. Interventions for Children and young people, and4. Evidence based parenting programmes. <p>In order to ensure these are appropriately targeted and delivered consistently, a set of more detailed descriptors and criteria has been agreed for each of the interventions within the graduated offer. See Appendix 1.</p> <p>The detailed descriptors and criteria will be available as a reference point for Family Service Team Managers and Parenting coordinators to ensure as much consistency as possible in the commissioning decisions they will make for families across the county.</p> <p>When commissioning the interventions package to meet the primary presenting need in the referral, the Family Service Team Manager or Locality Parenting Coordinator can commission up to a maximum of three separate items from the list.</p> <p>Families will be offered the intervention(s) that is most proportionate to their level of need, their current circumstances, support packages and interventions they have previously received and any safeguarding concerns.</p>

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4	Allocation of GFPO Referrals
	<p>Families at Level 3 and 4 of the Pathway to Provision will be allocated to Parent and Family Worker by their Team Manager based on their training and experience with the aim of minimising the number of workers delivering interventions to the family.</p> <p>For families at level 2 of the Pathway to provision, referrals will be processed by the Family Service Locality Parenting Coordinator.</p> <p>For the GFPO Interventions for families at level 3 and 4 of the P2P there will be two stages in the allocation process.</p> <ol style="list-style-type: none">1. The allocation of a GFPO referral and associated request for a Parent and Family worker to visit or contact a family to agree the specific interventions that will be delivered and2. The allocation of the GFPO intervention Plan Step that have been agreed with the Family. <p>The team manager will aim to allocate both aspects to the same worker wherever possible to reduce the number of practitioners working with the family and to provide continuity for the family.</p> <p>The initial stage will be recorded in a management case note alongside amending the Professional relationship.</p> <p>The second stage will include a management case note and commencement of the start Family or Parenting Plan step in Mosaic.</p>
5	Assessments and the GFPO
	<p>The Graduated Family and Parenting offer will be available to families at levels 2, 3 and 4 of the Nottinghamshire Pathway to Provision.</p> <p>However, the full range of GFPO interventions will be prioritised for families with complex needs who have an existing Lead Professional (ie Social Worker, Youth Justice CM or EHCM) involved and/or families whose case is closing to a lead professional at level 3 or 4 and who recently had whole family assessment and/or family plan (Early Help, CP, CiN, YJ).</p> <p>Families without a recent whole family assessment and plan at level 3 or 4 of the P2P will have more limited access to the GFPO. This will allow the Family Service to manage capacity and demand by ensuring families with less complex needs access the most appropriate and proportionate level of intervention in a timely manner that reduces any unnecessarily involvement with local authority services.</p> <p>Where families at level 2 of the P2P accessing interventions from the GFPO present at workshops as requiring more in-depth parenting and family support they should be referred for a whole family assessment to determine what the precise level and nature of their need is and how this can best be supported. This can be done through the EHU.</p>

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6	Prioritisation of Referrals and Waiting Lists:
	<p>Each intervention in the Graduated Parenting and Family Offer includes more detailed prioritisation criteria.</p> <p>The Team Manager for the Family and Parenting Teams will determine the priority for allocating cases based on the degree of concern and risk for the child and family, any statutory requirements, other support that is in place, whether the family have already accessed interventions, the existing cases on the waiting list and the likely impact of any delay to the intervention on the child, young person and/or family.</p> <p>The Team Manager/Parenting coordinator will inform the lead professional where cases are placed on the waiting list.</p> <p>Waiting lists will be managed using Firmstep. <i>(see Appendix 4)</i></p>
7	Planning Meeting and GFPO Intervention Plan
	<p>For families at Level 3 and 4 of the Pathway to Provision a Family and Parenting Worker will make contact with them and arrange to meet with them in person to discuss the referral and agree the GFPO intervention package.</p> <p>The package can include up to a maximum of three intervention items from the GFPO list. When agreeing the package, the worker will be mindful to ensure that the interventions:</p> <ul style="list-style-type: none">• Address the primary presenting need identified in the referral / by the lead professional's assessment and referral,• Are arranged/sequenced in a way that is manageable for the family,• Are delivered in a way that minimises the number of workers involved. <p>For families and level 2 of the P2P, the Parenting Coordinator will speak with the family by phone to agree which combination of workshops they might attend.</p>
8	GFPO Family Intervention Plan
	<p>For each family there will be a Mosaic Family Plan that details the combination of interventions being offered to a family by the Service.</p> <p>The plan should be detailed enough to include information about content of the sessions being offered, venue details, frequency of visits and/or dates of planned sessions.</p> <p>It should also include reference to what outcome is being sought from the intervention(s) provided.</p>

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9	Review of Family Intervention Plan
	<p>GFPO Intervention plan should be reviewed regularly to ensure they remain meaningful, relevant and purposeful. The Graduated Family and Parenting Offer is time limited so that Family and Parenting Teams only work with families for as long as it is necessary.</p> <p>Whilst each intervention includes reference to delivery timeframes in its description (numbers of weeks/sessions/hours), these are not intended to be prescriptive or restrictive. Each GFPO interventions plan should be flexible and tailored to meet the specific needs of each family and the complexity of the circumstances they face. For example, families on a CP plan or in PLO may require extended input from a Parent and Family worker as part of their plan.</p> <p>However, in order to avoid drift and delay GFPO intervention plans must be reviewed regularly in supervision to ensure they remain current, relevant and purposeful. Family plans that include intensive support (regular visits during the week) must be reviewed in supervision to ensure any safeguarding issues are being addressed. This will enable any reporting back for TAF meetings or RCPC's.</p> <p>The Parent and Family worker should alert the Lead Professional and/or their Team Manager at the earliest opportunity of any issues or barriers to engaging a Family with their GFPO interventions plan so that these can be addressed.</p> <p>Where the agreed number of sessions for a planned intervention have been completed without the desired outcome being fully achieved, analysis of the lack of progress should be undertaken by the Case Manager/Lead Professional including any feedback from the Parent and Family Worker and any other involved professionals before a plan can be adjusted or extended. Where possible this should be as part of a TAC/TAF meeting.</p> <p>Drift and delay will be monitored using BI Hub reports. Any Family intervention plan remaining open over 12 weeks will be actively reviewed by a Team or Service Manager.</p> <p>Planned extensions beyond 12 weeks must be discussed and agreed with the designated Lead Professional and signed off by a Family Service Team Manager. Notification to the FS Service Manager should be done through Mosaic.</p> <p>Management review of cases can be done in supervision or within a separate case discussion. All decisions and actions must be recorded on Mosaic.</p> <p>The final review episode should be completed within 5 days of the last visit in order that the case can be progressed promptly to closure.</p>

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10	Parenting Groups and Workshops
	<p>Families and levels 2,3 and 4 of the P2P can be referred for the GFPO and do not require there to be a designated lead professional to be currently involved.</p> <p>Where referrals are made into the Family and Parenting Team for parenting programmes, the default will be to offer the parent/carer a place on an appropriate parenting course or workshop proportionate to the level of complexity of their needs and their circumstances.</p> <p>The most in-depth evidence-based courses will be prioritised for families with the most complex needs, who have an existing lead professional at level 3 or 4 of the P2P and/or families whose case is closing to a lead professional at level 3 or 4 and who recently had a whole family assessment and/or family plan (Early Help, CP, CiN, YJ).</p> <p>In general, families will be required to access the graduated parenting offer at the lowest possible point proportionate to their assessed needs, safeguarding status and taking into account what parenting support they have received previously.</p> <p>One to One parenting interventions will be offered only in exceptional circumstances with management sign off according to a set of criteria in Appendix 2</p> <p>Families at Level 2 of the P2P where there is no recent whole family assessment will be offered relevant workshops or parenting drop in.</p> <p>Evidence based parenting programmes must be delivered according to their license and evidence base to secure efficacy and fidelity to the programme design.</p> <p>Where amendments are required, the worker must submit any change through the Nottinghamshire Parenting Programme validation panel.</p>

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11	Coordination and delivery of Parenting Groups for the Family Service Intervention Team
	<p>Locality Parenting Coordinators will take responsibility for planning and organising the delivery of evidence-based parenting programmes and parenting workshops delivered by the Family and Parenting Teams. These should be pre-planned and scheduled termly in advance.</p> <p>Dependent on training and previous experience different Parent and Family workers will contribute to the co-delivery of parenting programmes and workshops throughout the year.</p> <p>The Parenting Coordinators will identify a lead and a co-facilitator for each course, with the course lead taking responsibility organising venues and attendees for their course and ensuring lead professionals and referrers are notified.</p> <p>Waiting lists and course attendance will be managed using Firmstep. (<i>Appendix 4</i>)</p> <p>On Mosaic the Parenting Plan will be used to record engagement with parenting programmes and workshops.</p> <p>The Graduated Family and Parenting offer will require the Parenting coordinators to ensure that there is an appropriate weighting of workshops to evidence based programmes to meet demand and to ensure the parenting offer is genuinely graduated. Parenting workshops should be planned at a greater frequency and at varied times of the day and at weekends to meet demand supplemented by fewer planned evidence-based parenting programmes preserved for families with the most complex needs.</p>
12	Specialist Parenting Assessments for Court
	<p>Parent and Family worker will make contact with the lead professional to undertake a planning meeting and introductory visit to the family within 5 working days from allocation.</p> <p>An assessment plan should be agreed which details the scope of the assessment and any timescales.</p> <p>Pre-Court Parenting Assessments for YJ or Education Welfare related parenting orders should be completed within 2 weeks of allocation.</p> <p>Specialist assessment of parenting capacity for adult with learning disabilities should be completed within 12 weeks of allocation unless otherwise stipulated by the court. The report should be completed within no more than two weeks of the final session with the family.</p>

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13	Sibling Young Carer Assessment			
	Requests for a Personal Budget assessment for a Sibling Young Carer will be received through the Customer Services Centre. Once allocated to a Parent and Family Worker, they should be completed within 30 working days.			
14	Adoption Support Fund			
	Assessments for and applications to the ASF for eligible families can be made using Mosaic under Specialist Assessments. Applications will be submitted to the ASF for consideration within 30 days of allocation.			
15	Intervention Team Quality Standards			
	Quality Standard	Descriptor	Timescale	Responsibility
	Screening of a Graduated Family and/or Parenting interventions referral	Time taken from point of referral coming into team to referral being processed and either allocated or placed on waiting list	Within 5 working days	Team manager or Parenting Coordinator or equivalent
	Planning Meeting and Family and/or Parenting intervention plan agreed.	Time taken to hold a planning meeting and write up Family and/or Parenting intervention plan episode or assessment plan	Planning Meeting or discussion to be held within 10 working days of referral Family Intervention Plan Step to be completed within 5 working days from first Visit. Parenting Interventions Plan to be completed within 5 working days of Parenting Workshop of Programme commencing.	Parent and Family Worker Or Parenting Coordinator
	Management review of Family Intervention Plan to prevent Drift and Delay	The frequency with which the Intervention plan is reviewed	As a minimum every Family Interventions Plan must be reviewed after 12 weeks and within each supervision following that. Parenting Interventions Plans must be reviewed at the completion of the parenting programme or	Team Manager / Parent and Family Worker Parenting Coordinators

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		workshop and/or where there is non-attendance.	
Feedback from Intervention worker to the lead professional	Frequency with which the Parent and Family Worker will feedback to the lead professional in relation to engagement of a family with an intervention.	Where engagement is good (no appointments missed, no concern about commitment in sessions) the Lead Professional can be expected to get information from MOSAIC contact entries. Where there is concern about engagement the lead professional should be notified in person, by telephone or email within 24 hours .	Lead Professional and Parent and Family Worker.

16. Mosaic Case Records for the Graduated Family and Parenting offer:

16 Interventions with Families Must include the following details:	
Intervention Name:	Intensive Support, Anger Management, Specialist Assessment of Parenting Capacity for Adults with Learning Disabilities
Purpose of this Session:	Explain what the aim of the session is and the desired outcome - <i>Introducing behaviour chart, Household Conditions, Assessing Basic Care Capacity</i>
Present.	Who was present and took part in the session/activity
Location and Time of session.	Where and when did the session take place. Was the location and time chosen for a reason (i.e. early morning/evening routines?)

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Description of the Session.	<p>Provide a description of the session to include the details of</p> <ul style="list-style-type: none"> • The specific / particular activities undertaken, • The resources, tools or materials used in the session.
Observation and Analysis:	<p>Describe your observations and reflections about the intervention:</p> <p>Suggested Points to include</p> <ul style="list-style-type: none"> • How well were you able to engage the parent in the session/activity? • What did you notice about the home environment or behaviour or attitude of the parent / child or young person? • Were there any emerging safeguarding concerns? • What went well during the session? • What strengths did you identify during the session? • What additional support needs were identified as a result of the activity session? • What are you worried about following the session? • What needs to happen next? • How well was the desired outcome of the session achieved •
Next Steps / Agreed Actions from Session:	<p>Describe what needs to happen following this intervention.</p> <p>Including by Whom and by When.</p>

17 Concerns about children and MASH/Child Protection Referrals by Intervention and Intensive Staff

Staff working within Family and Parenting Teams delivering interventions to families may develop concerns or observe circumstances or incidents that lead them to believe that there is a child protection issue or that there is evidence that the case has crossed into level 4 of the P2P. In all instances these concerns should be discussed with their line manager.

Where there is an urgent or immediate concern or there has been the direct observation or a significant incident Parent and Family workers should not delay in making a referral to the MASH but should inform the Early Help Case Manager or other Lead Professional as soon as possible.

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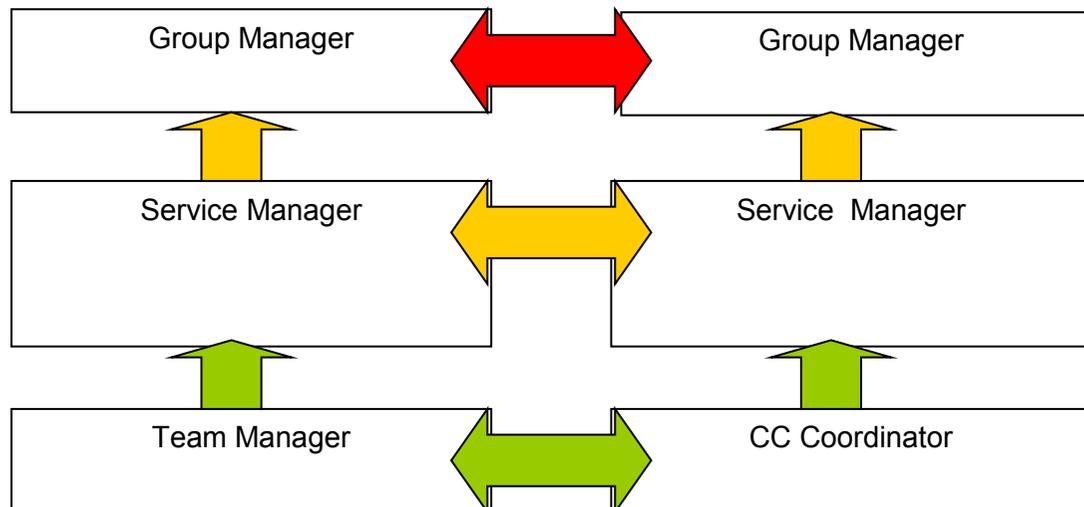
In other circumstances it may be that the need is less urgent, and that discussion can be had with the designated lead professional (i.e. Social worker/ EHCM/YJCM) to see if there is any further context to the concerns. Following this if it is still felt that a referral to the MASH is necessary then with agreement from a Team Manager it can be decided which worker is best placed to make the MASH referral.

18 Interventions with children who are looked after or subject to a child in need or child protection plan

Where interventions are delivered to looked after children or those subject to a statutory plan, Family and Parenting Team workers will attend ICPC, RCPC and LAC reviews. Staff must provide written information about the nature of intervention, progress and outcomes for the family for other Multi Agency Meetings.

19 Dispute resolution

Disputes are most likely to centre on prioritisation and waiting times or closures following non-engagement. Disputes should be resolved with the minimum of escalation but if necessary, Team Managers can refer up to Service managers and Service managers to Group Managers where resolution cannot be achieved. Referrers should be made aware of any delays and delays should be kept to a minimum with disputes resolved within 1 working day.



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20 Family and Parenting Team Case Closure when it has not be possible to engage the family.

Following two instances of non-engagement during a programme of intervention, or four if the intervention is “intensive” or being provided on a 1-1 basis, the responsible Parent and Family worker should discuss with the designated Lead Professional or Team Manager to determine whether the intervention programme should be closed.

If a decision is made to continue the intervention a clear plan should be agreed with the Lead Professional or Team Manager that stipulates what actions will be taken to overcome any barriers for the family and to enable the service to engage the family. The plan should also make clear what should happen if the service continues to have difficulty engaging the family (i.e. closure, school attendance enforcement).

Where there is a parenting order or contract the agreed service procedures should be followed.

Any disputes should be raised using the “Dispute Resolution” process detailed above.

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Appendix 1 – Graduated Family and Parenting Interventions List

Intervention Type	Intervention Name	Category of NEED: 1. Improving Family Functioning, 2. Parenting of C&YP Exhibiting Risk Taking behaviour, 3. Reducing Violence and Conflict in the Home between C&YP and Parent(s) 4. Improving Practical Routines and boundaries 5. Parenting C&YP with ASD and/or ADHD	Definition and Criteria for Mosaic Drop Down	P2P Level
Parenting Workshop	Triple P Workshops	1,2,4	Workshop aimed at families with children aged 5 to 16 where there are emerging concerns about parenting and the impact on the child's emotional health, resilience and behaviour. Suitable for families at levels 2,3 and 4 of the P2P. Parents at P2P Level 2 normally will be encouraged to attend a drop-in clinic first or access webinars first.	2,3,4
Parenting Workshop	Lego based Therapy Workshop	1,2,5	A play-based approach for developing the social skills of children with social communication and interaction difficulties including autism. Suitable for families at level 2,3 and 4 of the P2P. Parents at P2P Level 2 will be encouraged to attend a drop-in clinic or access webinars first. Families will be expected to attend the Play workshop before any 1-1 Lego-based therapy sessions.	2,3,4
Parenting Workshop	Conflict Workshop	3	One day workshop for Parent/carers of teenagers where there is conflict in the home which focusses on assertive parenting strategies, active resistance, praise and building self-esteem of parents and children/young people. Parents at P2P Level 2 will be encouraged to attend a drop-in clinic first or use webinars first.	2,3,4

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Parenting Workshop	Calming ADHD Workshop	5.	One day workshop aimed at parent/carers of teenagers with a diagnosis of ADHD where there is conflict and/or physically challenging behaviour in the home. Aim is to build confidence, knowledge and strategies to parent children with ADHD. Suitable for families at levels 2,3 and 4 of the P2P	2,3,4
Parenting Workshop	Understanding ASD Workshop	5.	One day workshop aimed at parent/carers of teenagers with a diagnosis of Autistic Spectrum Disorder where there is conflict and/or physically challenging behaviour in the home. Aim is to build confidence, knowledge and strategies to parent children with ASD. Suitable for families at levels 2,3 and 4 of the P2P.	2,3,4
Parenting Workshop	Understanding and Parenting Teenagers Workshop	2, 3	Workshop aimed at families with children aged between 11-18. The aim is to equip parents to more confidently support their children in relation to CSE, Online safety, understanding adolescent development and teenage brain, CCE and risk-taking behaviour. Suitable for families at levels 2,3 and 4 of the P2P. Parent will be encouraged to use the drop-in clinics first.	2,3,4
Child / Family Intervention	Solution Focused Family Meeting	1	A one-off meeting to explore single issue causing concern within the family, to build communication and agree actions. Suitable for families at level 3 of the P2P. Parents will have attended a suitable workshop first and/or attended the drop-in clinic.	3
Parenting Group	Non-Violent Resistance	3	12 weeks group work programme for parent/carers whose child/children use violent, aggressive and/or controlling behaviour against them. Sessions include de-escalation techniques, building parental presence and the parent/carer - child relationship. Priority will be given to families at level 3 and 4 of the P2P. Except for families with a CP plan, parents will be required to access webinars, drop in clinics and/or a relevant workshop first	2,3,4

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Parenting Group	Strengthening Families	1.2	Aimed at parent/carers of children aged 10-14 where there are problem behaviours and parenting capacity had been ineffective in addressing these. Focuses on understanding development of child, implementing effective boundaries and sanctions, building self-esteem, improving parent- child communication. Priority will be given to families at level 3 and 4 of the P2P. Except for families with a CP plan, parents will be required to access webinars, drop in clinics and/or a relevant workshop first	2,3,4
Parenting Group	123 Magic	5.	Aimed at parents/carers of children aged between 5 -12 where there is a diagnosis of ADHD. 3 full days or 6 half days focusing on understanding ADHD, effective discipline techniques, child-parent relationship and child's self-esteem. Priority will be given to families at level 3 and 4 of the P2P. Except for families with a CP plan, parents will be required to access webinars, drop in clinics and/or a relevant workshop first	2,3,4
Parenting Group	Solihull Parenting	1	10 weeks programme designed to promote secure attachment, to enable parents/carers learn about the age and stage of the child and how to communicate in an effective way with them. To recognise how their own and their child's feelings impact on everyone's behaviour. To learn how to promote a calmer and happier home environment for everyone. Priority will be given to families at level 3 and 4 of the P2P. Except for families with a CP plan, parents will be required to access webinars, drop in clinics and/or a relevant workshop first	2,3,4
Parenting Group	EPEC Bring a Parent / Living with Teenagers / ASD & ADHD	1,2,3,4,5.	An 8 weeks volunteer, peer led parenting course helping parents to better understand child development, build parenting resilience and family relationships, develop parent child communication through play and positive interaction. Priority will be given to families at level 2 and 3 of the P2P and to families with a CiN plan. Parents will be required to access webinars, drop in clinics and/or a relevant workshop first	2,3

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Parenting Group	Preparing for Kinship Care	1	A groupwork programme aimed at families preparing to be Kinship Carers and/or those who have recently become kinship carers. Content includes SGO application process, understanding of trauma and attachment issues and strategies to address these.	2,3,4
Child / Family Intervention	Family Mediation	1	Aimed at families with complex needs where the children are aged 5 or over and there is a risk of s47 enquiries, placement breakdown and/or accommodation into LA care. Aimed at supporting the family to resolve disputes, build communication and develop a shared agreement that safeguards the children remaining at home.	3,4
Child / Family Intervention	Family Centred Mapping	1	A one off intervention for families at tiers 3 or 4 of the pathway to provision who are struggling to make sustained changes and where there have already been multiple professionals involved and numerous interventions attempted and where there is a risk of placement breakdown. Families are supported to Map their journey, understand where their issues are and establish their own plan for change.	3,4
Child / Family Intervention	1-1 Parenting within the Home	1,2,3,4,5.	Aimed at families at level 3 and 4 of the P2P with children aged over 5 where parents are struggling to implement learning from a parenting course or have significant additional support needs or circumstances which prevent them attending a parenting group. Up to 12 weeks delivered in the family home. Priority will be given to families on a CP plan, families entering legal planning process or in PLO, and/or families where there is a risk of placement breakdown. Parents will normally be expected to have attended a relevant workshop and/or parenting group.	3,4

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Child / Family Intervention	Intensive Family Support	1,4.	Aimed at families with complex needs where the children are aged 5 or over and there is a risk of s47 enquiries, families with a CP plan, those in PLO and/or at risk of accommodation into LA care. Regular and intensive intervention in the home to address, routines, boundaries, home conditions and parenting capacity. Reviewed on a 12-weekly basis	3, 4
Child / Family Intervention	Family Group Conference	1	Aimed at families with Children on a Child Protection Plan where there is a significant risk of placement breakdown or a child being taken into Care. FGC enables families with support from professionals to discuss their issues within a one off facilitated conference and agree their own plan for change. The plan is then reviewed after 12 weeks.	4
Child / Family Intervention	Promoting Positive Behaviour	1,3.	Young people aged 9 -18 who are at risk of exclusion from their educational provision or a placement breakdown as a consequence of repeated or significant anger episodes. Planned sessions to help the child/young person to understand and explore feelings and develop positive coping strategies to deal with their emotions.	3,4
Child / Family Intervention	Increasing Emotional Well-being and Resilience	1,2,3,5.	Young people aged 5 -18 whose emotional health is significantly impacting upon their safety and/or school attendance and where these difficulties do not reach the threshold for CAMHS involvement. 6 x weekly planned sessions focusing on identity, coping with feelings, recognising stress and dealing with bullying and caring for an adult or other sibling.	3,4
Child / Family Intervention	CSE/Sexualised Behaviour/Online Safety	1,5	Aimed at young people aged 11-18 whom are at risk of sexual exploitation and/or Children and Young People aged 5-18 who are showing early signs of sexualised behaviour which, if left unaddressed, may develop into behaviour which will become harmful to themselves or others around them. 6 x weekly planned sessions focused on online safety, safe relationships, CSE Awareness.	3,4

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Specialist Assessment	Adoption Support Fund	1,2,3,4,5.	Aimed at families with a Kinship Care placement with an SGO where the child was previously looked after by the LA or a CAO where the child was previously looked after by the LA and an SGO is being applied for. Specialist assessment and application process for families to access funding for therapeutic interventions.	2,3,4
Specialist Assessment	Initial Household Income Assessment	1	Initial Financial Assessments with regard to Special Guardianship Orders, Child Arrangement Orders for children of Nottinghamshire, to ensure accurate information is provided for Budget holders, Adoption Panels, Family Courts and Children and Young People's Payments Team.	2,3,4
Specialist Assessment	Adoption Financial Assessment	1,2,3,4,5.	Initial Financial Assessments with regard to Adoption Placements for children of Nottinghamshire, to ensure accurate information is provided for Budget holders, Adoption Panels, Family Courts and Children and Young People's Payments Team.	2,3,4
Specialist Assessment	Specialist Assessment of Parenting Capacity	1,4.	Aimed at parents with a diagnosed learning difficulty whose children (pre-birth to 16) are on Child Protection Plans and where care proceedings are being considered due to concerns over parenting capacity. Weekly or bi-weekly visits to assess parenting capacity using a variety of tools resulting in a parenting report to support decision making at court or in the legal planning process.	4
Child / Family Intervention	Enforcement for School Attendance	1,4.	Aimed at families where there is an existing lead professional from Children's Centre, YOT or Children's Social Care and where the school attendance is below 90% with unauthorised absences. An attendance panel will be convened, and a monitoring period set before legal action is commenced.	3,4
Specialist Assessment	Parenting Order Assessment for Court	1,2,4.	Aimed at parent/carers who may benefit from a parenting order where they are facing prosecution in relation to their child's school attendance or where they have PR for a child or young person who has committed an offence. Up to 3 sessions within 15 days of referral to assess and compile a report on parenting capacity for court hearing.	3,4

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Appendix 2 – Criteria for 1-1 Parenting Support

Parents will generally be expected to attend Parenting Programmes or workshops.

The coordination of groupwork parenting programmes and workshops should be planned in a way that ensures they are accessible to families.

Evidence and experience suggest that learning is more embedded, and the outcomes are improved where parents actively attend and engage with parenting programmes and workshops.

However, 1-1 parenting will be available through the Graduated Family and Parenting offer in some exceptional circumstances and only for families who have formally been assessed as having complex needs at level 3 or 4 of the Pathway to Provision and where the lead professional continues to be involved.

For example, this could include families where parents are unable to attend a workshop or parenting group because they:

- Have a diagnosed additional need (physical or mental ill-health, or a disability),
- May present a risk to others in a group setting,
- Have highly complex drug or alcohol dependencies
- A work pattern or commitment that cannot be altered and the parenting programme plan does not offer a suitable alternative within a reasonable timescale and where there is a more immediate need for intervention to prevent placement breakdown.

One to One parenting support would primarily be provided to:

- Establish and build initial engagement prior to a parent attending a group work programme and/or
- Consolidate learning where parents have previously attended a Group work programme but are struggling to implement the learning

Priority will be given to families where children are on a Child Protection Plan and/or a household where there is a significant risk of placement breakdown which might result in a need for local authority accommodation.

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Appendix 3 – Specification for Parenting Clinics:

Purpose:

1. To deal with emerging parenting queries by offering an early intervention, parenting advice and guidance service
2. To support parents struggling to implement learning from parenting groups and programmes,
3. To provide basic parenting advice, guidance and support to parents on the waiting list for parenting workshops and programmes.

Operational Detail:

The parenting clinic will be a half-day, open access, drop in session staffed by Parent and Family workers, Parenting Coordinators and occasionally EPEC Hub Coordinators offering practical advice support and guidance to parents about parenting issues and concern. Parenting coordinators will be responsible to organising the clinics (booking venues, arranging refreshments, staffing rotas)

Appointments of up to 30-minutes will be available, either booked in advance using Firm Step / Drop-in Clinic Outlook Calendar / Parenting Outlook Calendar or on arrival at the drop-in. Triage will be offered when parents arrive.

Basic refreshments will be offered where possible for parents attending.

Sessions will be planned fortnightly to last about 2.5 hours. And arranged alternatively for mornings and afternoons. (ie 9:30am – 12pm or 12:30pm – 3pm). Venues will rotate to ensure a reasonable geographical spread across the locality to support access.

There will be a duty phone helpline to accompany the clinics for parents who are unable to attend.

Venues may include Childrens centres, local Health centres, Schools, and/or Young people centres.

Target Group:

- Parents at level 2 of the P2P with emerging concerns about parenting,
- Parents who have attended groups or workshops but have follow up queries,
- Parents that phone EHU with general parenting queries,
- Parents with a Social Worker or Case Manager, Youth Justice worker who need advice about parenting

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Appendix 4 – Parenting Groups, Programmes and the Firmstep Process

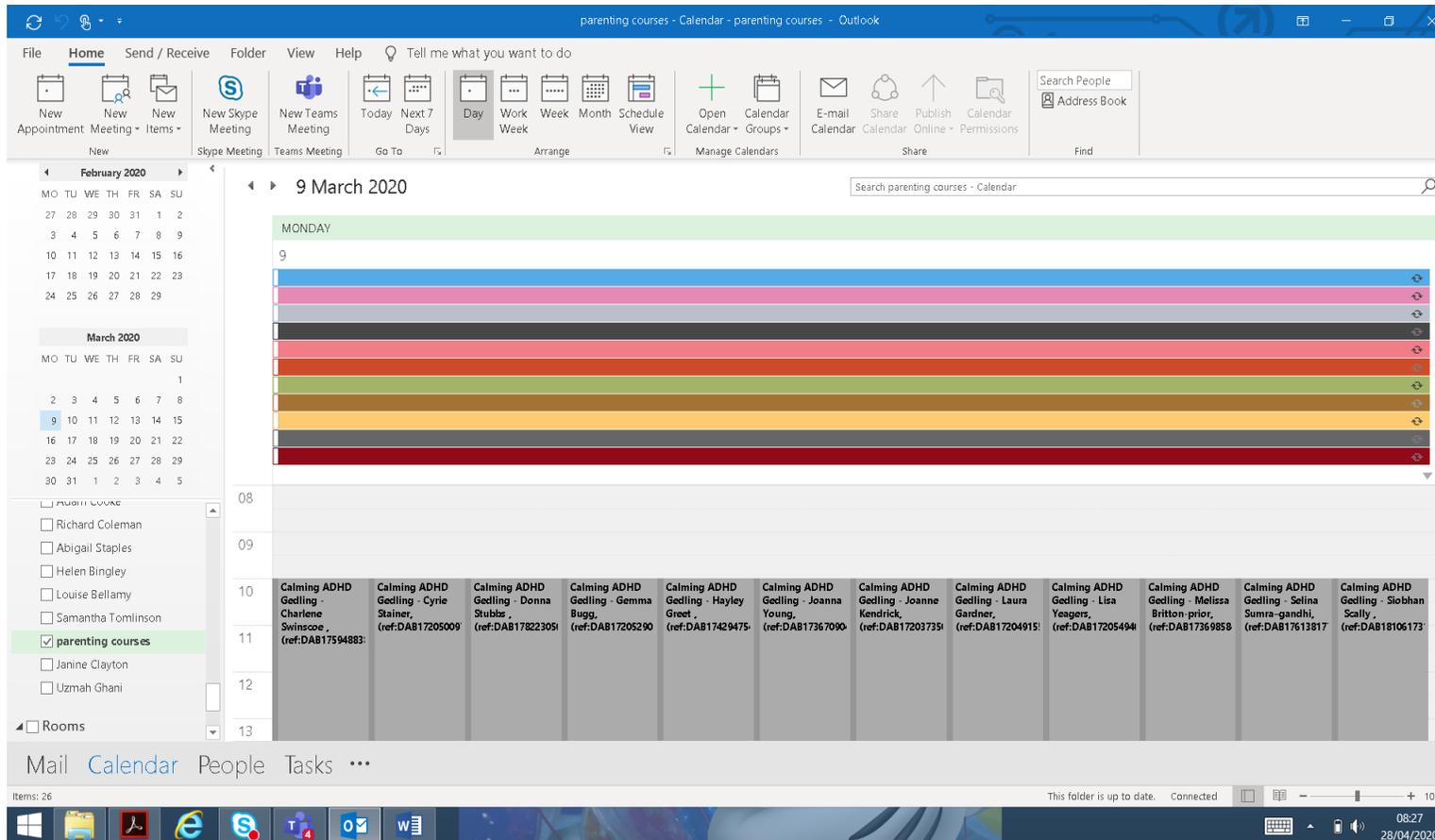
Firm Step Business Support Responsibilities

- When it is an external referral -Team Manager / Parenting Coordinator will screen and accept and then case note alert Business Support for them to add to Firmstep
- Business Support to email the external refer regarding the decision about the parenting programme and ask for contact details and remind them of the importance of updating these.
- Business Support will monitor the parenting.courses@nottsc.gov.uk email box and if there is any information emailed out regarding any change of details Business Support will update Firmstep.
- Parenting co-ordinators to have access to the email account also
- Business Support will amend any changes regarding venues, times ect on Firmstep
- Business Support to book all venues
- Business Support will collate a register and send out to the parenting co-ordinator a week before the planned start date.
- Business Support will add a case note on the mosaic file when the text messages reminders have been sent to families.

PARENTING AND FIRMSTEP FLOW CHART

- Parenting meeting will be held to arrange areas, programmes and facilitators. Sept to July.
- Business Support to have a copy of the calendar of groups (at least 3 months before) to populate Firmstep and this to include the number of places allocated to schools/children's centre.
- Business Support will book all venues (free)
- If there are any changes to the times/venues etc. parenting coordinator to inform B.S to make changes on the calendar.
- Referrals will come through Mosaic to Parenting coordinator or Team Manager mosaic inbox
- Also referrals could through the parenting clinics
- A text message is sent at the time of booking and before the event
- All flyers are generic and will be sent through Firmstep
- All families booked on a programme/workshop will be evident on the calendar.

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- Firmstep has a number of places available and then a waiting list
- Firmstep has a caveat stating that once registered the parent is committing to attend all workshops/groups associated with programme.
- There is a phone number and email address on the flyers and the texts for families to use if they want to decline the place.

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- The phone number is not currently manned but there is a message facility and B.S will alert Parenting coordinators to any messages. (there is a plan for this to be answered on a rota basis)
- The email address will be available to parenting coordinators, team managers and BS to manage.
- Should a family decline a place, B.S will move another family from the waiting list to the live list and the family will be invited.
- The family that decline will then be processed through Firmstep and the reasons for non-attendance will be collated and included on the reports. If a place is required again a new request will need to be processed.
- 3 weeks before the course, facilitators to meet to agree the session delivery, equipment ect.
- B.S to monitor applications through Firmstep
- B.S to run course register from Firmstep and send to the parenting coordinators.
- 1 week after course started Team manager to allocate the mosaic episodes to the facilitators delivering.
- Plan of group to be completed, sent for manager's sign off and then review triggered for the end of the programme.
- B.S have a spreadsheet booklet of all programmes and attendance (taken form the registers) will be recorded.
- Once course/workshop is completed, parenting coordinator to pass course register to B.S to input on to the spreadsheet.
- Parenting coordinator to update Firmstep with attendance information.
- A generic evaluation form will be sent to families electronically
- The information from evaluations, attendance/non-attendance will be used to inform the reports that are compiled by Firmstep (still to be tested)

Firmstep Reports will include:

- How many groups/workshops offered and in which area
- How many families attended
- Reasons for non-attendance-declined
- Feedback from evaluations