



# Family Group Meetings

Part of Flintshire Meeting Services



## What is a Family Group Meeting?

A Family Group Meeting is a way families, including wider family and close friends can come together to discuss a concern or problem which involves children or young people within the family.

The aim of the meeting is to make a plan to support that child or young person. The child or young person is the focus of the meeting.

### What do you mean by family?

Anyone who cares about the child/ young person can be invited to the meeting. This can be close family, relatives living away and particular friends who are important to the family.



## Why have a Family Group Meeting?

Families know more about themselves than anyone else ever can. Families have ideas about what they need in place to help with difficulties.

Tel: **01352 701000**

Your co-ordinator is .....



## How is the meeting arranged?

An Independent Co-ordinator will help organise the meeting. Independent means they do not play any part in assessment, planning or any decisions made about children. Their role is to work with the family to organise the Family Group Meeting.



- The coordinator will contact and meet all who will be invited to explain the purpose of the meeting and what must be discussed.
- They will arrange a time and place for the meeting that is convenient for all attending and organise refreshments, childminding and transport costs if needed.
- The meeting will take place in the language of the family's choice.
- Children are encouraged to attend their meetings. If this is not possible the co-ordinator will make sure their views are represented.

## How does a Family Group Meeting work?

The meeting will be in three stages.

---

1

### Information Sharing

During this part of the meeting the co-ordinator makes sure everyone has a chance to discuss the reasons the meeting has been arranged. People working with the family will give clear information of any concerns and what they feel must be discussed. Family members can ask questions about the information so they are clear what decisions and plans need to be made during Private Family Time.

2

## Private Family Time

Any person working with the family and the co-ordinator leave the family members in private. They can be called back in if further information is required or any help is needed. This is the time for the family to decide what will help and what is the best way forward.

It may help to:

- Discuss the information given
- Agree a plan
- Decide who needs to do what
- Decide how the plan can be checked to see if it is working

3

## The Plan

When family members feel they have made some decisions or a plan the co-ordinator and those working with the family are asked back into the family group. Each part of the plan is discussed in detail. This part of the meeting is to make sure everyone is clear what has been agreed. The people working with the family will need to agree the plan is safe and that it will help the concerns. All present decide how the plan should be checked to see if it is working. A review date may be set to see how the plan is working or if it needs to be changed.

## After the meeting

The coordinator will type and send a copy of the Family Plan to all who attended the meeting. The role of the coordinator now finishes unless a review is required.

## Confidentiality Statement

We offer a confidential service. However we must pass on any information we receive which causes concern or that may result in harm to another person.