

# FAMILY TIME PLANNING, REVIEWING & FINAL FAMILY TIMES FLOW CHART

**CHILD/REN BECOME LOOKED AFTER BY THE  
LOCAL AUTHORITY  
SUPERVISED FAMILY TIME  
NEEDS TO BE UNDERTAKEN**

**FAMILY TIME PLANNING MEETING TO BE CONVENED &  
CHAIRD BY THE FAMILY TIME PLANNING AND  
REVIEWING OFFICER CONTACTABLE ON:**

Email [Debbie.London@hullcc.gov.uk](mailto:Debbie.London@hullcc.gov.uk)

or telephone on 01482 612450

**Attendees at the meeting must include:**

- Parent/s,
- Parent/s Advocate if required.
- Family Time Planning & Reviewing Officer
- Social Worker
- Allocated Family Time Worker
- Carer's if appropriate

**The planning meeting will:**

Always put the best interests of the child/ren first.

Inform parents of why family time is supervised and what the local authorities' expectations, roles & responsibilities are within the sessions.

Address any barriers that could lead to negative session/s.

Assess risk for child/ren and family time worker/s.

Get agreement of all involved of how the sessions are undertaken.

Set the time date for the next family time review.

Family Time reviews will take place 6 weekly unless there is a need to hold them sooner.

**Remember**

Family Time becomes the memories of the child/ren & their families. It becomes part of their life story.

There are several outcomes following family court proceedings depending on which of these occur please follow the relevant section below:

- Children returned to parent/s family member's care.
- Following court proceedings child/ren placed into long term looked after care.
- Child/ren placed for adoption

### **CHILD/REN PLACED FOR ADOPTION:**

All Parent/s & where deemed appropriate other family members will be offered a final face to face family time session regardless of: if a child is in an EPP placement or newly found adoptive parents

For the this to be undertaken in a safe and as pleasant an atmosphere as possible the following must happen:

- Family Time Planning and Reviewing officer notified straight away of the plan for the final family time session to take place.
- Family Time Planning & Reviewing officer will set up planning meeting for the final family time session this will assess risk and additional support if required. Parent/s, social worker, family time worker & carer if appropriate to be in attendance. Plan will be discussed and recorded.
- If it is known that the final family time session could be challenging or there could be a risk of flight with child/ren additional measures will be discussed and put into place of the final session.
- Parents are to be informed by the social worker a minimal of 7 days before the final family time session takes place. This will allow the parent/s to prepare both emotionally and if needed to buy gifts, forget me notes.
- If a parent is struggling financially to attend the final session or will struggle to buy gifts, then local authority will look at how this can be supported.

### **CHILD/REN RETURNING HOME:**

- Family Time Planning & Reviewing Officer to be notified.
- Transition planning meeting to be held with parent/s social worker and family time worker to put in place a clear plan and timeline of the reduction of fully supervised family time, loosely supervised and finally unsupervised family time to take place.
- The plan must include clear expectations of the parent/s during the time this take place.

### **CHILDREN PLACED IN LONG TERM LOOKED AFTER CARE – TO BE TRANSFERRED TO THE PERMANENCY TEAM:**

- If outcome of final court hearing is that the child/ren are to be placed in long term looked after care, notify the Family Time Planning and Reviewing Officer.
- A transition and planning meeting will be set up with current family time, current social worker, new social worker and new family time worker, parent/s and any other family members to discuss and agree the changes to family time sessions as it is transferred over to the permanency team. This will allow a smooth transition for the child/ren and a reduction in missed family time sessions.