

## Family Support Plan Meeting Agenda

Where possible Family Support Plan (FSP) meetings should be incorporated with other meetings the family are required to attend to prevent overlap and duplication such as: Post Statement Review, Annual Review, Child in Need Meeting.

1. Introductions
2. Is there representation/information from all the people that are required at the meeting?
3. **Child's Needs**
  - ❖ What would the family like to achieve from the meeting/what are their priorities?
  - ❖ What are the child's individual needs, using all available information from e.g.
    - CAF
    - Child Health Action Plan
    - All About Me & My Family
    - Summative Assessment from setting
  - ❖ Who will do what and when to meet the needs; include input from family, friends, statutory and voluntary/community organisations?
  - ❖ How will strategies be shared to ensure the child and family do not have mixed messages
  - ❖ Do the family want coordination of appointments/joint visits/direct access to paediatric wards?
  - ❖ What will it look like if the plan for that outcome has been successful?
  - ❖ When will you review this outcome?
4. **Parent/Carer Needs**
  - ❖ What are the parent/carers individual needs? Consider:
    - Emotional Support
    - Peer support from other parents
    - Relationships with partner, extended family, friends
    - Information e.g. Early Support resources, financial e.g. DLA
    - Parents rights
    - Employment
5. **Wider Family/Environmental Needs**
  - ❖ What are the sibling's individual needs? Consider:
    - Information
    - Young Carers (8 year olds+)
    - New baby being born
  - ❖ What are the environmental Needs? Consider:
    - Housing
    - Finances
6. **Who is the Lead Professional?**
7. **Date for review meeting-** normally every six months. Decide a date, time, suitable venue and additional professionals who should attend/provide feedback.

**NB: Have you thought of:**

- Short Breaks
- Transitions e.g. home from hospital, to groups, nursery or school
- Local universal & specialist groups/activities
- Statutory Assessment (timing of application/possibility of needing one)