**GUIDANCE NOTES for Supporting (Troubled) Families Nomination Form**

**WHO can use this form?**

* The form is to be used by any partner agencies when offering **Universal** support to families at **Level 2,** and where it is felt that the family may reach the criteria for inclusion within the Supporting (Troubled) Families programme.
* **Not** all families are ‘open’ or known to Children’s Services however, many families in Torbay are in receipt of support from a service or services.

**WHEN to nominate?**

* If two or more criteria is identified. Please refer to checklist on nomination form.

**WHY nominate?**

* Torbay Supporting (Troubled) Families Programme are tasked by Government with the identification of families that meet the criteria. The aim is to bring sustained progress or change through whole family working. The family will need to be monitored by S(T)F for a minimum of 6 months after intervention is ended to confirm whether the progress or change have been sustained.

**WHAT do I need to do first?**

* To prevent consent being sought and forms being filled out unnecessarily contact the Supporting (Troubled) Families Team for a spot check If the family are known currently or previously identified in **Phase 1** of the programme (*closed 2015*) this then automatically negates eligibility for inclusion on the current **Phase 2**  programme.
* Contact Supporting (Troubled) Families **01803 207892** for guidance.
* On acceptance you will be forwarded a screening tool for the family. This tool provides a simple overview of the family and provides a baseline **Assessment** of the family’s needs. **Please note this is only when lead role has been confirmed.**

**WHERE do I sent completed nomination forms?**

* Email**:** Supporting.familiesperformance@torbay.gcsx.gov.uk.

**WHAT do I need to do next?**

* On receipt of your completed Nomination form you will be contacted by the Supporting (Troubled) Families coordinator who will offer advice and information.
* The S(T)F coordinator will:-
* Help to identify another agency, where required to take on the role of

lead professional if you are not able to.

* Support your first TAF meeting - if you are going to undertake the lead professional role for the family.
* Help to create the first Plan of support for the family.
* Attend and/or chair the first TAF meeting.
* Be your point of contact for the duration of the intervention
* Continue with your intervention as normal until contacted.
* The family will be aware of who is leading their intervention.
* Any intervention you offer is recorded either in the TAF minutes (**Plan**) or against the screening tool.
* Any intervention is focused around the indicators highlighted in the screening tool.
* All the family is considered in the intervention.
* The TAF minutes or updated screening tools are submitted to the Supporting Families Team for regular monitoring.

**Escalation**

* MASH
* Your nominated Safeguard Lead
* Early Help Consultation Line 01803 208525

**Expectation**

If you are the lead then you will be asked to provide information that will help the S(T)F to determine if sustained progress or change within a family has been achieved and in doing so can be considered under the Payment By Results - PBR criteria.