

## Contents

### Introducing ourselves

A place to write down anything you'd like someone meeting your child and family for the first time to know so you don't have to keep repeating yourself

### Professional contacts

A place to keep track of the names and contact details of people you meet

### Questions to ask

Somewhere to write down any questions you want to ask

### Local information

A place to keep information about services for families and children in your area

### Family service plan

Papers to help you discuss priorities and agree what will happen next with the people in contact with your family or working with your child

### Common assessment framework (CAF) form

A place to keep your CAF form – if you have one

### Letters and assessments

A place to keep any current papers or information about how your child is doing that you want to take with you to appointments

## About this publication

**Early Support** is the central Government mechanism for achieving better co-ordinated, family focused services for young children with disabilities and their families. It operates across England and has been based in the voluntary sector to promote partnership working with a range of agencies to improve services.

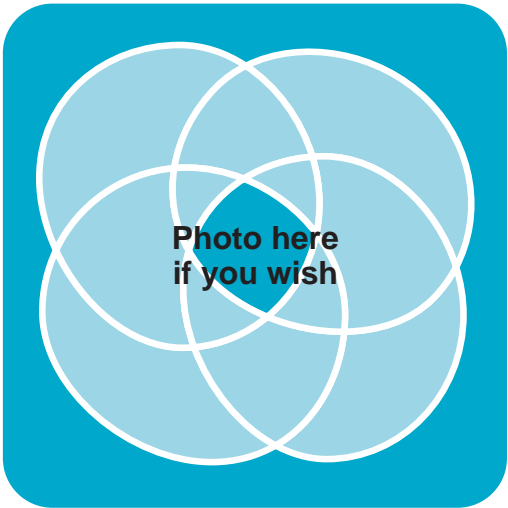
The *Family file* was first published in 2004 following a two-year period of development and consultation with parents and carers, people who work with families and voluntary organisations. It contains simple, family-held paper systems to help with co-ordinating support and sharing information – particularly when many different people or agencies are in contact with a child.

This version incorporates suggestions for how the material might be improved from people who used the file in 2004-2006.

To find out more about **Early Support** and the *Family file*, visit [www.earlysupport.org.uk](http://www.earlysupport.org.uk). Additional sheets to use in this file can be downloaded from the website, including a calendar which some people like to use as part of the **Professional contacts** section.

*How to use the Family file*, which is distributed with the file, explains more about how the material can be used.

# Introducing ourselves



**Child's name:** .....

Date of birth: .....

NHS number: .....

Family contact address: .....

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Parent or carer names: .....

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Telephone number: .....

Mobile: .....

Email: .....

Add as many names and photos as you want –  
some people like to use a family tree and sometimes  
brothers and sisters like to help filling in this sheet, too

**These are some of the important  
people in .....’s life**

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## Other things we would like you to know about our family

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The following times are difficult for us to attend appointments or meet professionals:

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The language we use at home is: .....

We need language interpretation support:

☐ Yes    ☐ No

Add another sheet with an up-to-date medical summary if this is helpful

**Things we would like you to know about our child so we don't have to repeat it every time we meet someone new**

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**Things ..... doesn't like**

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## When you are with us, please ...

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## When you are with us, please do not ...

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# List of people working with us

**Name:** .....

**Professional role:** .....

**Address:** .....

**Telephone or mobile:** .....

**Email:** .....

**Date of first contact:** .....

**Name:** .....

**Professional role:** .....

**Address:** .....

**Telephone or mobile:** .....

**Email:** .....

**Date of first contact:** .....

**Name:** .....

**Professional role:** .....

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**Telephone or mobile:** .....

**Email:** .....

**Date of first contact:** .....

# People we have met recently

**Name:** .....

**Date of meeting:** .....

**Why we met:** .....

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**Follow up action:** .....

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**Name:** .....

**Date of meeting:** .....

**Why we met:** .....

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**Follow up action:** .....

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**Name:** .....

**Date of meeting:** .....

**Why we met:** .....

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**Follow up action:** .....

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**Name:** .....

**Date of meeting:** .....

**Why we met:** .....

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**Follow up action:** .....

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These are the questions we want to ask

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Need more sheets? Add as many as you want

## These are the questions we want to ask

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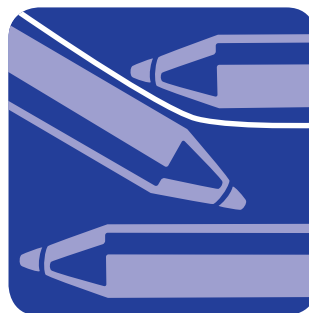
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# Family service plan for \_\_\_\_\_

Date:



**This is the family service plan  
for .....**

The following people discussed and wrote it and we all agree to work to the next steps and to provide the support outlined in this plan:

Name	Signature

The following people also contributed by writing a report:

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The family consents to this plan being shared with the following people:

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Today’s date is: .....

We expect to review the plan about ..... months from now.

Discuss these sections with the people working with you ahead of writing the family service plan together

# Where we are now

(What has been happening recently or since the time of the last plan)

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# Our priorities are now

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Discuss these sections with the people working with you ahead of writing the Family service plan together

## We would like help and support with the following:

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# Family service plan for

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Agreed priorities or next steps	Actions	Who will do what?

# Family service plan for .....

Agreed priorities or next steps	Actions	Who will do what?

Family service plan

Date:

## **We also discussed the following:**

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## **Any further questions or comments?**

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