**Hints and tips for Lead Practitioners**

1. Always get signed consent from adult family members including children aged 16 or over.
2. Find out which agencies have been involved with the family in the past; what worked and what didn’t work for them and why.
3. Always get the voice of the child and family and what they want to be better.
4. Make sure the family have your contact details and that you have contact details for all other relevant professionals involved with the family.
5. Set a review date at the first meeting with the family.
6. Tell the child and family when you will be contacting them so they know you will be actively involved.
7. Check back with them at regular intervals to find out how it is going.
8. Remember you are part of a team working collaboratively with the family and not expected to do everything yourself.
9. Be prepared to reconvene a meeting if things aren’t going according to plan. Your Early Help Coordinator will be pleased to advise and can attend a meeting if this is helpful.
10. If another professional is not fulfilling their agreed part of the plan, raise this with them and try to understand why the plan is not working as agreed. Try to resolve any immediate problems. If this does not resolve the problem talk with your manager and ask them to speak to the other person’s manager.

 

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