

**Consent Form**

This **Consent Form** is to be completed by the **professional** who is making a referral to Oxfordshire Family Group Conference Service (FGCS) and signed by the Parent/Carer **before** submitting a ‘***Request for a Family Group Conference’***form on LCS.

Please ensure that the Parent/Carer is given a copy of this **Consent Form** and that a signed copy is scanned and forwarded to [FGCAdmin@Oxfordshire.gov.uk](mailto:FGCAdmin@Oxfordshire.gov.uk) at the same time as the LCS ***Request for a FGC*** formis submitted.

|  |  |
| --- | --- |
| Primary Child’s First and Last Name | LCS Identifier Reference Number |
|  |  |

**Referrer** – Please explain why an FGC is needed.

*Please keep this brief*

**Referrer** – What would you like the family to address or work on? (If you are unsure, discuss this with your line manager.)

*Please keep this brief*

**Parent/Main Carer**

………………....................................................................………………………. (Name of Referrer)

has explained the reasons why they feel that an FGC would be useful and how it could improve the situation for my child/children. They have explained what will happen before the meeting and at the meeting.

Please provide my contact details to the Family Group Conference Service.

**I agree that an Independent Family Group Conference Co-ordinator can contact me to explore having an FGC**.

|  |  |  |
| --- | --- | --- |
| Parent/Carer Name: | | Relationship to Child: |
| Home Phone: | Mobile Phone: | Email: |
| Home Address: | | Postcode: |
| What is the best way to contact the parent/carer? Call Text WhatsApp Email | | |

|  |  |
| --- | --- |
| Signature: | Date: |

*Family Group Conference is a voluntary process and solution focussed. Therefore, full consent is required, from the person with PR, to be part of their decision-making process.*

 **What is a Family Group Conference (FGC)?**

An FGC is a Meeting where your family and friends have a chance to come together to be involved in the decisions that are being made for your children.

**How is the meeting arranged?**

An independent FGC Coordinator will come and help you to arrange the meeting and help prepare everyone who is going to attend. The Coordinator will help you decide who needs to be at the meeting and where and when you want it to take place.

**Your Coordinator’s Role is to:**

Make sure the child/children feel supported at the meeting so their wishes and feelings can be heard by everyone.

Help you decide who needs to be at your FGC and meet and prepare everyone who is going to attend.

Help you set a date, time and venue for the meeting that is convenient for the family. Organise refreshments for your family and guests.

**What happens at an FGC?**

There are 3 parts to the meeting:  **1. Information Sharing**

Your family and those who work with you meet together to share information about the concerns they have and what help might be available from within the family and elsewhere. Everyone, including the child (if they wish) will have a chance to speak and ask any questions.

**2.** **Private Family Time**

Your family and friends have time alone to discuss what you have heard in information sharing. You will then come up with a plan to try and make things better and safer for your child in the future.

**3. Sharing of the Plan**

When you are ready the Coordinator and the people working with your family will rejoin you so that you can share your plan.

**The plan is usually agreed unless it places the child at risk of harm**

**What happens after the FGC?**

A date will sometimes be agreed to come back together to see how the plan is working (a Review).

Your Coordinator will send out a copy of the Family Plan to everyone who was invited to the meeting. This will be done within 3 to 5 working days.

If a Review has been agreed, your Coordinator will contact you a couple of weeks before the Review to agree arrangements.

If you have any further questions please contact the Lead Co-ordinator, Benu Redey:

Benu Redey (FGC Lead)

[Tel: 07867](Tel:07867) 467 808

Email: [benu.redey@oxfordshire.gov.uk](mailto:benu.redey@oxfordshire.gov.uk)

*Quote: “I feel the day went smoothly and was well planned by the family group coordinator. The information presented was given in a tactful and sensitive manner and the day seemed to be useful and a success”*