

Family Group Conference Process

Referral Criteria remains the same and is clearly laid out on the referral. Referrals will not be accepted unless they meet the criteria

Chronology
New – New Appropriate Exemplar
C&F Social Worker to complete **Family Group Conference Service Referral** exemplar; the Social Worker must complete **Panels 6 - 9** prior to the FGC.

E-mail/Workflow FGC Post
C&F Social Worker sends a **Workflow** to FGC Post (either EK, WK or MK)
 AND/OR
 Send an **email** to the FGC REFERRAL inbox (either EK, WK or MK)

Status Types

- Allocated
- Awaiting Allocation
- Referral not accepted but past back to the team for information
- Not accepted does not meet criteria

Chronology
New – New Appropriate Exemplar
FGC Team Leader or Senior to complete **Referral Accepted Decision** exemplar recording the allocation status. If allocated, this will show the allocation date and the name of the Co-ordinator it is allocated to.

Allocated Co-ordinator
 Co-ordinator will look on **ICS** for information and contact the C&F Social Worker. The Referral should have been **cloned** to siblings at this stage.

Avoiding Duplicate Exemplars
 Always use the [edit](#) button in **Chronology** to open and update the **FGC Service Referral**. If **New – New Appropriate Exemplar** is used a duplicate will be created.

Allocated Co-ordinator and Social Worker
 Both the Allocated Co-ordinator and the Social Worker will meet prior to the FGC to discuss **Panels 6 - 9** of the referral. This information may require updating. The Co-ordinator can then export this information for printing and take copies to the FGC.

FGC Service
 FGC Service to complete the **FGC Family Plan** exemplar. When the case is closed the **FGC Closure Summary** exemplar will also be completed.