

# 'Think Family' Process and Action Record

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## Principle statement

Hackney is committed to a whole family approach, in which all services working with a child or other family members work effectively in partnership to identify potential short and long term risks and vulnerabilities and ensure a coordinated and integrated approach. Our whole family approach focuses on prevention and early intervention to secure the best long term outcomes for children, young people and adult family members.

This process and action record has been developed to support all those who have front-line contact with service users. It is designed to improve identification, signposting and referrals of families and individuals who need additional support. It will help staff to be aware of the needs and vulnerabilities of other family members and to feel confident taking decisions about how to act.

## Aims of this process and action form

1. Staff 'think family' and are confident identifying early and responding in a coordinated way to risks and issues which affect all members of the household appropriately
2. Staff are confident assessing which risks constitute a safeguarding issue or which require a lower-level referral or signposting response

## Risk factors and issues

The list below provides some examples of risk factors and issues that should raise concern about a family. This list is not exhaustive; staff are encouraged to use their professional judgement.

- Child not regularly attending school
- Suspected domestic violence
- Family mental health issues
- Alcohol and substance misuse
- Adult worklessness
- Child frequently absconding from home
- Dangerous or unsanitary living conditions
- Poor health
- Social isolation
- Suspected criminal behaviour and/or gang involvement

## How to use

This form is meant to help decision making and ensure that children's, adults' and families' additional needs are identified and addressed at the earliest opportunity. It is not intended to replace professional judgement or supervision. The form should be stored securely in the service user's file. Any questions should be addressed to your line manager or Partnership Triage on **020 8356 7507**.

# Think Family Flowchart What is child abuse?

For an electronic version of this flow chart please go to:  
<http://www.hackney.gov.uk/children-and-families.htm>

