

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

Childminder/nursery/playgroup/children's centre/school

A place to write down anything you want someone to know at the childminder's, nursery, playgroup, children's centre and/or school and for you to write down the questions you want to ask and the information you need

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

A divider that you could use for assessments, reports and letters

A place to keep any current papers, reports, assessments (including a Common Assessment Framework form) or other information about how your child is doing that you want to take with you to appointments

A divider that you could use for local information

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

About this publication

Early Support is the Government's programme to improve the quality, consistency and coordination of services for young disabled children and their families across England. **Early Support** is funded and managed by the Department for Children Schools and Families (DCSF) and is an integral part of the wider Aiming High for Disabled Children (AHDC) programme, jointly delivered by DCSF and the Department of Health. The AHDC programme is seeking to transform the services that disabled children and their families receive.

Early Support is targeted at families with babies or children under five with additional support needs associated with disability or emerging special educational needs although the principles of partnership working with families can be applied across the age range.

This partnership working between families and professionals means that families remain at the heart of any discussions or decisions about their child – their views are listened to and respected and their expertise is valued by the professionals working with them.

To find out more about the **Early Support** programme and associated training or to view or download other materials produced by the programme, visit www.dcsf.gov.uk/everychildmatters/earllysupport

The **Family file** was first published in 2004 and updated in 2006 and 2010, following 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 coordinating support and sharing information - particularly when many different people or agencies are in contact with a child.

Additional sheets to use in this file can be downloaded from the website.

How to use the Family file, which is distributed with this file, explains more about how the material can be used and how it relates to the Child Health Record (sometimes called the 'Red Book').

Add any photos or other information that you would like to this section.
Sheets can be downloaded from www.dcsf.gov.uk/everychildmatters/earllysupport

Introducing ourselves



Child's full name:

Name our child likes
to be called:

Date of birth:

NHS and/or NI
number and hospital
number (where
relevant):

Family contact address:
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Parent or carer names:

Telephone:

Mobile:

Email:

In an emergency....

Please contact:

Emergency contact
telephone number/s:

Emergency contact
relationship:

This is what to do if there is an emergency

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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

We would prefer written information to be provided in the following language:

Add another sheet 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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Introducing ourselves

Date:

If you want to update this information, new sheets can be downloaded from
www.dcsf.gov.uk/everychildmatters/earllysupport

You could share this page with your paediatrician, GP or consultant

Medical and health needs (including allergies and medication used)

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If you want to update this information, new sheets can be downloaded from www.dcsf.gov.uk/everychildmatters/earllysupport

Therapy and play activities

These are the things
needs to do

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This is how and when these things
can be done

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Introducing ourselves

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If you want to update this information, new sheets can be downloaded from www.dcsf.gov.uk/everychildmatters/earllysupport

Equipment

If relevant, you might want to include a photo of your child using specific equipment in here, to show where straps should sit, what level trays should be at etc.

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Travel checklist

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Things likes

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Things doesn't like

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If you want to update this information, new sheets can be downloaded from www.dcsf.gov.uk/everychildmatters/earllysupport

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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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Ask new people you meet to write their names here
Need more sheets? Add as many as you want

List of people working with us

Name:

Professional role:

Address:
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Telephone or mobile:

Email:

Date of first contact:

Frequency of contact:

Name:

Professional role:

Address:
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Telephone or mobile:

Email:

Date of first contact:

Frequency of contact:

Need more sheets? Add as many as you want

Name:
Professional role:
Address:
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Telephone or mobile:
Email:
Date of first contact:
Frequency of contact:

Name:
Professional role:
Address:
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Telephone or mobile:
Email:
Date of first contact:
Frequency of contact:

Need more sheets? Add as many as you want

Name:
Professional role:
Address:
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Telephone or mobile:
Email:
Date of first contact:
Frequency of contact:

Name:
Professional role:
Address:
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Telephone or mobile:
Email:
Date of first contact:
Frequency of contact:

Need more sheets? Add as many as you want

Meetings and appointments

Person/people we are meeting:	
Date of meeting:	
Why we are meeting:	
Things we want to ask/information we need:	

Follow up actions

Action	By when	By whom

People we have met recently

Date:

Need more sheets? Add as many as you want

Person/people we are meeting:	
Date of meeting:	
Why we are meeting:	
Things we want to ask/information we need:	

Follow up actions

Action	By when	By whom

People we have met recently

Date:

Need more sheets? Add as many as you want
 You might want to give a copy of this page to professionals you meet with

These are the questions we want to ask

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Name of childminder / nursery / playgroup /
children's centre / school

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We would like the following from our childminder /
nursery / playgroup / children's centre / school

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Why we would like these things for

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Questions we would like to ask about our childminder /
nursery / playgroup / children's centre / school

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These are the things likes about childminder /
nursery / playgroup / children's centre / school

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These are the things has difficulties with in
the childminder / nursery / playgroup / children's
centre / school

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Ask your child's key person at the childminder / nursery / playgroup / children's centre / school to complete the sections on this page and if your child has an Individual Education Plan put a copy in here.

How is included in learning activities within the childminder / nursery / playgroup / children's centre / school

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How is progressing with learning

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Changes/transitions we have gone through/are going through that we would like people to know about

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Things we would like to help us through these changes/transitions

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Family service plan for

Date:



This plan should not be shared with anyone other than the people listed without asking the family first

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 **before** the Family Service Plan meeting and bring them with you to the meeting

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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Family service plan for

Agreed priorities or next steps	Actions	By who?	By when?

We also discussed the following:

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Any further questions or comments?

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