

## Families First Practice Guidance for Keyworkers – Example of a SMART Family Plan

### Family Plan

Start Date of Plan	04 January 2020
End Date of Plan	04 January 2020

Your Plan – Please add all the agreed actions below

Families First theme	What do you want to achieve?	Action	Who?	By When?	Support methods	Family Member	Action Complete? Y/N
Education	Ben's attendance to increase to over 90% and maintained or at least 6 months	Parents and Ben to work with Mrs Jones – school teacher to discuss the issues and work out a plan to support Ben into school.	Mrs Jones John Julie	15-Feb-2020	Keyworker will facilitate a meeting and support the parents with the plan in the home. To be reviewed at each half term.	Ben	
Employment	John and Julie to engage with support to progress back into work and sustain this.	Parents to engage with DWP programme	Keyworker, DWP Worker	15-Feb-2020	Keyworker to help organise a calendar for the parents to ensure they do not forget appointments	John, Julie	
Money	The rent arrears to be managed appropriately for at least 6 months	Parents to work with the housing authority to agree a payment plan	Housing Officer	15- Feb-2020	Keyworker to refer to housing officer.	All Family	
Housing Issues	Family to actively reduce their risk of homelessness for at least 6 months	Engage with housing authority, reduce complaints.	Housing Officer	15-Feb-2020	Keyworker will refer parents to mediation and support Ben with behaviour.	All Family	