# Oldham Team Around the Family

**Early Help is not just a designated team:**

**it is the way that everyone works together to support the needs of families.**

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| **Name**  | **Agency** | **Email /Tel No** | **Attended****Yes / No** |
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| **Date:** | **Location:** | **Review Date:** |

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| **Family details:** |
| **Purpose of the meeting:** |
| **Review of progress since last meeting**  |
| **Family views and wishes for this meeting:** |

**FAMILY ACTION PLAN**

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| **Desired Change** | **Action** | **By who** | **By when** | **Progress update / completed** |
| **Desired changes listed here** should be those agreed at the review (as recorded in the section above)e.g. young person’s school attendance to be above 90%. | **Individual actions agreed with the family** in response to the desired change. A single desired change may be broken down into a number of smaller, specific action points. | **Who is responsible for this action?** (this can include actions family members and significant others have agreed to take responsibility for) | **Please provide a specific date.**Avoid using ASAP.If an action is ‘ongoing’ please state when the action will be reviewed. | **Update on progress / confirmation of completion**Provide information on progress of action, and confirm date of completion. |
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Please print and share a copy with all present at the meeting

**Should you have any questions or concerns please contact our targeted Early Help Partnership Officers:**

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|  |  |
| --- | --- |
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