

Family Group Conference service accreditation and re-accreditation

EVIDENCING HOW YOUR FGC SERVICE MEETS THE REQUIREMENTS IN ORDER TO BE ACCREDITED

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Family Rights Group
Helping Families Helping Children

TABLE OF CONTENTS

1. GUIDANCE.....	3
1.1 Overview	3
1.2 What is accreditation aiming to achieve?	3
1.3 Requirements of services being accredited	3
2. FAMILY GROUP CONFERENCE STANDARDS	4
2.1 Re-accrediting your FGC service.....	5
2.2 Presenting your evidence	5
2.3 Compliance with GDPR requirements	6
2.4 The Accreditation Panel	7
2.5 How your portfolio is assessed	8
2.6 Accreditation scoring	10
2.7 Concerns, compliments, and complaints about the assessment process.....	10
2.8 What people have said about the accreditation process:	10
3. DOCUMENTS TO SUBMIT.....	11
3.1 Document checklist	11
3.2 FGC standards accreditation form.....	18
3.3 List of coordinators.....	35
3.4 Final checklist for submission.....	36

1. GUIDANCE

1.1 Overview

This document is intended to guide you through the process of gathering and presenting evidence to meet the requirements of Family Group Conference (FGC) service accreditation and ¹re-accreditation. It includes information about:

- what the accreditation framework is aiming to achieve;
- what information services are expected to provide;
- how services should present their information electronically; *and*
- how this is assessed and stored and tools to assist in evidencing this.

1.2 What is accreditation aiming to achieve?

The accreditation framework sets out the minimum requirements for an FGC service to be accredited in order to:

- give clear guidance as to how services should operate;
- provide a straightforward means against which the quality of a service can be measured; and
- provide a degree of external scrutiny of practice.

The framework draws together several elements, encompassing:

- A set of standards;
- Expectations for the training and support of FGC coordinators;
- How Family Rights Group shall oversee and administer the accreditation of FGC services.

1.3 Requirements of services being accredited

Services should provide evidence and information concerning three areas. These are:

- a) **The family group conference standards:** how the service meets the standards
- b) **Coordinator practice and training:** how they have assessed coordinators practice and ongoing development of practice;
- c) **Family feedback:** completed surveys from children, families and others.
Feedback can be collected using the links below:

Parents and carers survey: <https://forms.office.com/e/CD6iZweKcc>

Wider network survey: <https://forms.office.com/e/6Z9MFxDAdr>

This information needs to be sent electronically to Family Rights Group²

¹ After three years.

² Electronic portfolios should be sent in a secure way as per your own authority guidelines

2. FAMILY GROUP CONFERENCE STANDARDS

FGC services are required to provide evidence of their practice against a set of seven agreed standards. Each standard is further broken down into sub standards setting out more specifically how the standard should be met.

Standard 1	The FGC coordinator is independent.
Standard 2	The family's decision to participate in the FGC is voluntary.
Standard 3	The FGC should be family-led and include 'private family time' for the family to make a plan in response to concerns.
Standard 4	The referred child or adult should be the central focus of the FGC and they should be offered support, including an advocate.
Standard 5	The FGC service should ensure that the family has all necessary resources, including adequate preparation, relevant information, and a safe and appropriate environment, to make their plan.
Standard 6	The FGC should respect the family's privacy and right to confidentiality.
Standard 7	The FGC service should work to the principles of equality and inclusivity, promoting diversity including respecting and being sensitive to the family's culture and individual identities.

The FGC standards have been developed to assist families as well as practitioners to understand what a family group conference is and what to expect if involved in one. They identify the basic requirements that can be expected from those delivering family group conferences.

The standards should be integrated into the work of the FGC service and not simply become a bureaucratic process.

An FGC service that successfully applies to be accredited is making a clear pledge as to how it will operate and to which it can be held accountable. The process is intended to demonstrate externally that the service has reached a particular standard, to inform how the service operates day to day, with the standards available to those who use the FGC service whether referrer or family member.

The standards draw on current practice and learning in the UK and internationally. It is adherence to these minimum expectations that the accreditation framework is intended to measure.

A key expectation is that FGC services are required to provide evidence of both their policy and practice in satisfactorily meeting these standards.

In demonstrating how you meet the standards, you are expected to show how the policy framework (as represented through documents, leaflets, and other information) supports good practice. You are also required to show examples of how this policy framework is reflected in your direct practice with families and others. You should do this through evidencing direct work. The type of evidence that should be included is indicated below.

To guide you in providing appropriate evidence we have included a form which **FGC services are required to use to evidence their practice.**

2.1 Re-accrediting your FGC service

Accredited FGC services should seek re-assessment of their accreditation status after three years. The process for the re-accreditation of services will be the same as for the initial accreditation of the service (i.e., services will have to demonstrate their practice against the seven practice standards).

2.2 Presenting your evidence

For both initial and re-accreditation, services should use the tools included here to create a portfolio covering the required evidence. Below are some guidelines that will help:

- Accreditation evidence is now to be submitted and assessed electronically. An example of an electronic submission can be found in *Appendix A*.
- Evidence should, where possible, include both policy and practice examples³.
- It's OK to use the same evidence example to demonstrate different standards.
- Where possible services should provide a range of evidence, reflecting the practice of all coordinators, to demonstrate that the service is addressing the standard.
- The quality of the evidence is more important than the quantity.⁴
- The following guidance about what to include might assist. This is not exhaustive, please feel free to add evidence as needed:
 - Your local practice standards/guidance for coordinators.
 - Approximately 10 to 15 anonymised family plans from a range of coordinators.
 - Coordinator and manager job descriptions.
 - Details of FGC coordinator training programmes if not provided by Family Rights Group.
 - Examples of induction programmes and ongoing practice development for coordinators such as observations of practice, practice reflection and the opportunity for further training relevant to FGC.
 - Structural diagram showing where the FGC service fits within the local authority services.

³ We recognise for some standards this will be more difficult.

⁴ There were portfolios in the trial that were half the size of others but achieved higher scores because the quality of the evidence was better.

- Feedback forms (ideally 10-15 in total from children, family, and others).
 - Service reports to managers.
 - Evidence that family members have been visited.
 - Evidence of practice discussion between family members, coordinators, FGC managers and referrers to show how decisions were made, such as consultation notes, emails, or records.
 - Examples of direct work with children and young people. For example, genograms, ecomaps, drawings expressing their wishes and feelings
 - Purchased or commissioned services that demonstrate evidence. For example, purchasing advocacy, interpretation and translation services, travel arrangements, venue hire etc.
 - Materials from sessions informing other practitioners about the service.
- Provide a brief text summary to support evidence for each standard sub-set. The form below provides room for this.
 - Family members and others will be asked to complete an anonymous questionnaire detailing their experience of your FGC service.
 - It is the local authority's responsibility to **anonymise all the information provided** and send it to FRG **securely** in line with your own data sharing protocols.
 - Present the evidence electronically in the folders provided and submit your portfolio by email to fgcteam@frg.org.uk.

2.3 Compliance with GDPR requirements

IMPORTANT: Portfolios that are not comprehensively anonymised will be regarded as having breached your requirements to handle data in line with GDPR expectations and will result in the immediate termination of the accreditation process.

Please make certain that all information is anonymised.

When your portfolio is received by Family Rights Group, we will review the evidence provided to check that it is compliant with GDPR.

Where the evidence is perceived not to have been anonymised, FRG will inform you that there has been a breach of your duties under GDPR requirements. The electronic portfolio will immediately be deleted from FRG's servers, and the accreditation process will cease. You must then ensure the portfolio is GDPR compliant prior to resubmitting it.

In certain circumstances FRG may have to report any breach/disclosure of personal data to the Information Commissioner's Office (ico.org.uk) depending on the severity of the risk to individuals. Family Rights Group will store an electronic copy of your portfolio for **3 months** after the final assessment decision is made. The portfolio will then be deleted from FRG servers.

Anonymisation considerations – please read the below carefully:

- Please do not replace names and details. It is better to use family relationships or initials as a substitute.
- For Word documents - any text that needs to be redacted should be replaced with 'xxxxx' or equivalent, typed in black; this should anonymise all identifiable data. Avoid using black highlighter. The file should then be made 'read-only'.
- Pictures should be redacted in a program such as Microsoft Paint with identifying details removed and then saved as a new picture.
- PDFs should be redacted and then EITHER sent to print as an image, so the redactions are retained OR screen shot with the redactions in place and saved as a picture.
- Any redacted information must be checked to make sure the data cannot be seen through the redacting or removed by the reader. Advice should be taken from your Information Governance team.
- All documents (not just family plans) should be checked before submission to make sure no identifying details are present. For example, names, email addresses, addresses, dates of birth, school names, connected people etc.
- Please ensure that jigsaw identification is not possible. This is the ability to identify someone by using two or more pieces of information from two or more sources.
- Some organisations have experts in redaction and anonymisation. FRG advise that they are consulted prior to portfolio submission.

2.4 The Accreditation Panel

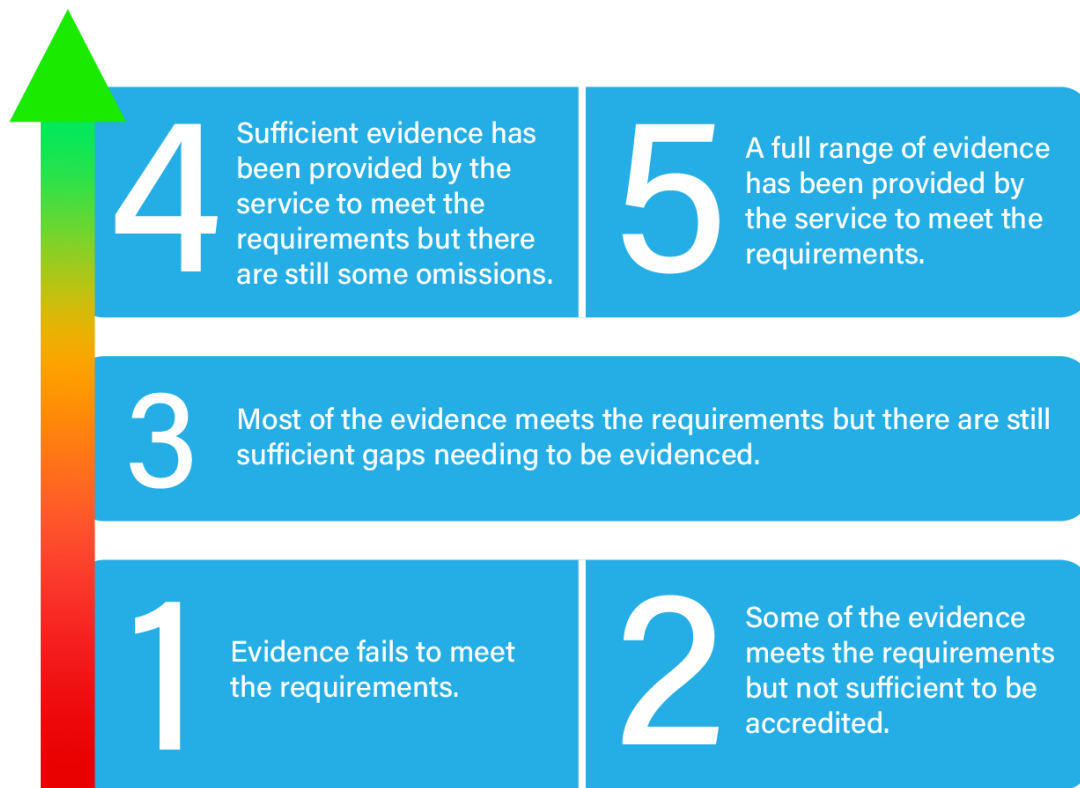
Your portfolio will be assessed by an accreditation panel. The panel is led by a member of Family Rights Group's FGC & Lifelong Links team along with two experienced managers of accredited FGC services. The panel make their decisions in accordance with the scoring guidance below. This is intended to remove bias and maximise consistency whilst providing a fair and transparent framework enabling clear feedback to be given.

Each element of the standards evidence is scored on a scale of 1-5.

2.5 How your portfolio is assessed

	The assessment process	Timescale
1.	Services gather evidence in accordance with the requirements and submit their anonymised portfolio electronically.	Evidence should be representative of the last 12 months
2.	FRG review the portfolio to make sure it is compliant with our guidance; the checklist is completed; completed surveys from family members are included; self-assessment forms have been provided for all coordinators; and there is sufficient evidence to address all the standards.	Within 4 weeks of submission
3.	A preliminary judgment is made by the panel lead as to whether the portfolio meets the requirements of the accreditation framework and is representative of the range of work carried out across the service.	Within 4 weeks of submission
4.	The assessment panel considers the preliminary judgement and decide whether the service has met the requirements, make recommendations, and highlight good practice.	Within 12 weeks of submission
5.	The panel's decision will be communicated back to the FGC service in the form of a report with the scores explained. The panel lead will offer a follow-up discussion with the FGC manager. The service will be informed if additional information or work is needed to meet the requirements. The service will be invited to address this within an agreed timeframe.	Within 2 weeks of panel meeting
6.	Where necessary information is resubmitted to FRG and reassessed.	Within 12 weeks of decision
7.	The service has the right to appeal the panel's decision.	Within 4 weeks of final decision

2.6 Accreditation scoring



- A score of 1 or 2 will not be sufficient to meet the requirements for accreditation and will require the service to address the gaps for the service to be accredited.
- A score of 3 may also require the service to re-submit, this will depend on the panel's judgement and the extent of the overall scores attained.
- A score of 4 or 5 will be sufficient to meet the requirements.
- Where the score is less than 5 the panel will make a comment concerning the gap in evidence. This will form part of the feedback and action planning to the service. Where the panel lead has recommended action to address the gap this should also be recorded.
- Feedback will be broken down into:
 - **Recommended actions** – where the evidence has not obtained a score of 5 but has been accepted as meeting the requirements
 - **Required actions** – where the evidence has not been accepted as meeting the requirements. Services will be expected to address **required** actions to be accredited.
 - **Good practice** – the panel will highlight examples of work they consider to be of a high standard.

2.7 Concerns, compliments, and complaints about the assessment process

At completion of the accreditation process, services will receive a feedback form to comment upon their experience of the accreditation process.

2.8 What people have said about the accreditation process:

"I thought it was fair. The report made some really useful points that made us look at the service and things that are good practice... so it was very balanced."

Small in-house service

"On the whole the process was challenging but the recommendations were helpful."

Service manager

"Our manager was quite positive and pleased we had passed it. We developed an action plan with points we needed to address."

Medium sized independent service

"We will develop an action plan based on ours as we don't want it to get lost as the comments are really valid and relevant."

Small in-house service

"It was a bit scary but rigorous."

Large in-house service

3. DOCUMENTS TO SUBMIT

The following documents are required to be submitted. Beyond this, services can evidence their work in whatever way feels effective.

3.1 Document checklist

DOCUMENT CHECKLIST	COMPLETED
FGC standards accreditation form with your comments	
Coordinator self-assessment form <i>(one for each coordinator)</i>	
List of coordinators employed by the service	
Evidence folders	
Organisation structure	
Job descriptions (coordinator & manager)	
Service leaflets	
Risk/safety assessments	
10-15 anonymised family plans	
Complaints policy	
Feedback forms	
FGC 3 or 4-day training content	
Family surveys	
Final checklist form	

3.2 FGC standards accreditation form

This form is to be completed by the service submitting to be accredited. The purpose of this form is for the FGC service to indicate what evidence has been submitted, where it can be found in the portfolio and to provide a brief description of how the service addresses the standard in question.

- Under the heading 'examples of evidence' there are some examples of evidence that may support this standard. These are not exhaustive, and you may provide other sources of evidence.
- **All evidence supplied must be rendered anonymous so that individuals cannot be identified.**
- Where possible evidence should cover your policy framework i.e., what your project says it does in local policy documentation (leaflets, practice standards etc.) and examples of practice (minutes, plans, children's input etc.)
- Evidence should include feedback in the form of completed surveys from children, families and others. **Feedback can be collected using the survey links below:**
 - **Parents and carers survey:** <https://forms.office.com/e/CD6iZweKcc>
 - **Wider network survey:** <https://forms.office.com/e/6Z9MFxDAdr>

Standard One - The FGC coordinator is independent			
Subset		Examples of evidence (Please provide a range of examples in your evidence)	Must be completed: Comment generally how your service addresses the standard
1.1	The FGC service will be delivered by an independent coordinator who will have no other professional role with the family and will have no involvement in any professional decision making or allocation of resources for the child, young person or adult or family.	<ul style="list-style-type: none">• Job description• Local practice guidance• Leaflets	

1.2	The coordinator will be managed by someone who has no previous or current involvement in any decision making for the child, young person, adult, or family.	<ul style="list-style-type: none"> • Local practice guidance • Supervisor / manager's job description • Organisation structure chart for both FGC service & FGC staff. Here's an example. 	

1.3	The FGC service will ensure that the coordinator is independent of decision-making, trained in the FGC model, has undertaken an induction programme, and has the skills necessary to undertake the role.	<ul style="list-style-type: none"> • Evidence of accredited training providers (inc. details of programme if not FRG) • Training certificates • Induction procedure • Shadowing and mentoring process • Supervision notes • Self-assessment forms • CPD 	
1.4	All coordinators should be in receipt of relevant and adequate professional supervision and/or practice consultancy, and oversight (including observation of practice) to maintain the integrity and quality of their role.	<ul style="list-style-type: none"> • Supervision/consultation notes • Observations notes of practice including the opportunity to reflect on practice • Coordinator meeting minutes detailing practice discussions • Job descriptions • Supervision policy • Self-assessment forms 	

Standard Two - The family's decision to participate in the FGC is voluntary.

Subset	Examples of evidence (Please provide a range of examples in your evidence)	Must be completed: Comment generally how your service addresses the standard
2.1 The coordinator will ensure that there is informed consent given by an appropriate person with the legal authority to agree to hold the FGC (and any resultant plan) and that there is understanding that this consent can be withdrawn.	<ul style="list-style-type: none"> • Referral form • Practice standards • Supervision note/discussion evidencing consent being fully explored • Evidence of consent • Example withdrawn consent • Information to families indicating that they may withdraw consent. 	
2.2 The coordinator will ensure that each member of the child's network who is invited is given the opportunity to make an informed decision about their participation in the FGC process.	<ul style="list-style-type: none"> • Consent forms • Emails • Supervision discussion • Correspondence 	

Standard Three - The FGC should be family-led and include 'private family time' for the family to make a plan in response to concerns.

Subset		Examples of evidence (Please provide a range of examples in your evidence)	Must be completed: Comment generally how your service addresses the standard
3.1	The FGC process is a strength-based way of working, which acknowledges the positives as well as addressing the needs and challenges in a family.	<ul style="list-style-type: none"> • Referrer guidance • Referrer's FGC information • Leaflets • Local practice standards • Family plans showing family strengths • Referral forms including family strengths. 	
3.2	Families should be supported to be active decision makers.	<ul style="list-style-type: none"> • FGC plans showing a range of family participation at the FGC • Co-produced questions • Referrer questions acknowledging family strengths & support offers • Local practice guidance • Group supervision notes • Correspondence • Advocacy, choice of venue, support with travel, interpreters, virtual FGC, crèche bookings 	

3.3	The FGC involves the extended family network and can include non-family members as identified by the family.	<ul style="list-style-type: none"> • Invite lists • Family mapping • Genograms/ecomaps • Correspondence • FGC attendance list showing relationships • Evaluation forms 	
3.4	The date, time, and venue for the FGC should be informed by and agreed by the family.	<ul style="list-style-type: none"> • Correspondence with family about FGC venue/time • Local practice guidance • Invoices showing a range of venues used • FGC Invites & venue lists 	
3.5	Families should always have private family time within a safe and supportive environment to make decisions and plans.	<ul style="list-style-type: none"> • Local practice guidance • Leaflets and information • FGC plans showing decisions made at different meeting stages • Emails/notes showing discussion between coordinator and family member regarding any concerns • FGC safety assessments and contingency plans • Feedback forms showing evidence of private family time 	

3.6	<p>The FGC will seek agreement as to how the plan will be:</p> <ul style="list-style-type: none"> • monitored; • reviewed; and • incorporated into other decision-making processes. 	<ul style="list-style-type: none"> • FGC plans showing when and how a plan will be monitored and reviewed • Review FGC plans following up agreements made at previous FGC • Correspondence (for example from a family member) feeding back how plan is being implemented as agreed. • Local practice guidance • Reference to FGC plans in other local authority decision making processes (e.g., court hearings, child protection, looked after children) 	
3.7	<p>Families should have the opportunity to comment upon the service they have received.</p>	<ul style="list-style-type: none"> • Evaluation forms • Lived experience groups • Interview panels • Consultation exercises • Evaluation reports • Impact upon service (e.g., action taken based upon feedback) 	

3.8	Families should be involved in the development and evaluation of the family group conference service.	<ul style="list-style-type: none"> • Family evaluation forms • Service evaluation reports • Local training and promotion • Family/young person FGC participation groups • Staff events • How development has evolved from feedback 	
3.9	Families should be able to raise concerns or complain about their involvement with the FGC process, and this will be dealt with in a constructive way.	<ul style="list-style-type: none"> • Complaints procedure • Evidence of dealing with negative feedback • Number of complaints received in the last 12 months and how resolved 	

Standard Four - The referred child or adult should be the central focus of the FGC and they should be offered support, including an advocate.

Subset		Examples of evidence (Please provide a range of examples in your evidence)	Must be completed: Comment generally how your service addresses the standard
4.1	The child, young person, or adult should be supported by the coordinator to explore their network and identify who they wish to be involved in their planning.	<ul style="list-style-type: none"> • Evidence of the child, young person, or adult being consulted about who they want involved • Correspondence • Practice examples • Genogram/ecomap etc. • Local practice guidance 	
4.2	The agreement as to who attends the FGC will be negotiated with the person who has legal authority for the child, and in consultation with the child or young person and the wider family network.	<ul style="list-style-type: none"> • Records/notes/emails showing evidence of coordinator and child/parents/carer discussion of how their network was explored and how decisions were made about who would be invited to FGC 	
4.3	The views of the child, young person or adult should be sought throughout the process and be central to the decision-making.	<ul style="list-style-type: none"> • Evidence of contribution throughout FGC process • Letters/drawings • Examples of gathering wishes and feelings • Child's voice in the plan 	

4.4	The child, young person, or adult should be supported to effectively participate in their FGC, even if not present at their FGC.	<ul style="list-style-type: none"> • Design invites • Seating plans • Choose and visit venue • Co-convene the FGC • Question/agenda setting • Child friendly materials • Food choices • Child-friendly language 	
4.5	Advocacy should be offered to children, young people, and adults at all stages of the FGC process.	<ul style="list-style-type: none"> • Local practice guidance • Evidence of use of advocate for child, young person or adults (e.g., advocate presentation of child or adults' views. • Advocacy support before, during and after FGC • Advocacy policy • Timesheets 	
4.6	When the child, young person, or adult is not present at their FGC, the coordinator will ensure that the family plan is appropriately shared with them, and it is clear when and how this will be done.	<ul style="list-style-type: none"> • Family plans detailing who will share/explain plan to someone that didn't attend • Letter accompanying plan with appointment to visit after FGC • Local practice guidance • Child-friendly plan • Post-FGC visit • Correspondence booking post-FGC visit 	

Standard Five - The FGC service should ensure that the family has all necessary resources, including adequate preparation, relevant information, and a safe and appropriate environment, to make their plan.

Subset		Examples of evidence (Please provide a range of examples in your evidence)	Must be completed: Comment generally how your service addresses the standard
5.1	The child, young person, or adult central to the FGC should be supported to have their family and other significant people fully involved in planning their future.	<ul style="list-style-type: none"> • Leaflets offering advocacy • Evidence of supporting family to attend such as notes detailing discussion with child or adult about what they need to be able to take part in FGC (e.g., transport, venue, timings) • Evidence of child or adult being consulted about family involvement • Local practice standards 	
5.2	Families have the right to clear and accessible information about the FGC process.	<ul style="list-style-type: none"> • Leaflets • Other written information • Website • Notes/emails of discussion between coordinator and family members explaining FGC process 	

5.3	The coordinator will assist referrers and other practitioners in preparation for their roles in the FGC process.	<ul style="list-style-type: none"> • Evidence of meeting with referrers & practitioners • Discussion about what information is needed from practitioners • Local practice guidance • Local training with referrers, topics covered in training, attendance lists of referrers • Evidence of guidance to referrers & practitioners 	
5.4	<p>Prior to the FGC, the family should be provided with relevant & accessible information needed to make their plan.</p> <p>This should include access to independent legal advice where necessary to make an informed decision.</p>	<ul style="list-style-type: none"> • Information provided to families for the FGC • Local practice guidance • Coproduced agenda /questions • Jargon-free information • Negotiation with information givers about their contribution • Information presented to family in a timely way before the FGC 	

5.5	The coordinator will use a range of creative methods to ensure that all contributions are sought and shared and, where possible, the views of those unable to attend are shared at the meeting.	<ul style="list-style-type: none"> • A range of different types of evidence of family contribution to FGCs: emails, letters, film, worksheets, photos, drawings • Family plans showing different ways of including views 	
5.6	Everyone participating in the FGC will be prepared and supported throughout the process, and the coordinator should meet with all prior to the meeting.	<ul style="list-style-type: none"> • Evidence of visits to family members • Evidence of support for family to attend • Use of visual and communication aids • Use of electronic virtual participation 	
5.7	The FGC service will ensure that the safety of child, young person, family members, referrers, and other practitioners will be planned for, and all necessary provision put in place.	<ul style="list-style-type: none"> • Health and safety policy • Supervision discussion • Safety and risk planning for FGCs including completed risk assessment for before, during and after the FGC • Evidence of safety planning when conducting virtual or hybrid meetings 	

5.8	Families have the right to have safe plans agreed and resourced at the FGC. If there is to be a delay in agreeing the plan the family need to be informed of the reasons and a timescale agreed.	<ul style="list-style-type: none"> • Notes/plans/emails showing decisions and agreed resources and social work response on the FGC plan • Example of what happened when a plan couldn't be agreed on the day • Leaflets • Local practice guidance • Evaluation forms 	
5.9	The coordinator, at the end of the process, will ensure that all participants have understood what has been decided.	<ul style="list-style-type: none"> • FGC plans • Letter/email accompanying plan asking people to get in touch plan not understood • Example of visit to someone post FGC to explain the plan 	

Standard Six - The FGC should respect the family's privacy and right to confidentiality.

Subset		Examples of evidence (Please provide a range of examples in your evidence)	Must be completed: Comment generally how your service addresses the standard
6.1	<p>The coordinator will ensure there is appropriate agreement to share any information with the wider family network and other practitioners in accordance with the information sharing policy and GDPR. An exception to this would be information that if not shared would place a child or adult at significant risk.</p> <p>It is the referrer's responsibility to ensure that they have agreement to share any information that they are presenting which is of a confidential nature.</p>	<ul style="list-style-type: none"> • Information sharing policy • Evidence of agreement to share information (e.g., notes/email showing agreement to share information) • Signed consent forms • Guidance to referrer • Supervision notes • Examples of information sharing because of a safeguarding issue • Examples of refusal to share information • Confidentiality policy 	
6.2	The FGC service should have a clear recording policy. Families should be aware of how their information is collected and stored by the FGC service.	<ul style="list-style-type: none"> • Recording policy • Information for families • Practical examples 	
6.3	The family plan is the only written document to result from the FGC. The coordinator will ensure that all participants receive the plan in a timely manner.	<ul style="list-style-type: none"> • Local information recording policy • Letter/email indicating time taken to send out plan 	

Standard Seven - The FGC service should work to the principles of equality and inclusivity, promoting diversity including respecting and being sensitive to the family's culture and individual identities.

Subset		Examples of evidence (Please provide a range of examples in your evidence)	Must be completed: Comment generally how your service addresses the standard
7.1	The FGC service should recognise that each family is unique and will include a range of identities and experiences. The FGC service should be guided by the family to ensure the FGC is organised, resourced and facilitated in a way that is sensitive to the family's culture and enables all family members to participate in the decision making.	<ul style="list-style-type: none"> • Leaflets • Working with community-based groups • Evaluation forms • Materials in different languages/formats • Interpreters • Access to training • Family plans • Provision of equipment (e.g., for virtual meetings) 	
7.2	The FGC service will have a clear, publicly available, equalities policy.	<ul style="list-style-type: none"> • Equalities policy • Public link to the policy 	

3.2 Coordinator self-assessment

1. COORDINATOR SELF ASSESSMENT FORM

Each coordinator must complete ALL sections of this form unless the form designates otherwise. Once completed the form should be signed by the family group conference service manager.

Task	Provided information	Date completed (where necessary)
1. Name of coordinator		
2. Give details of your FGC coordinator training (e.g., 4-day virtual FGC training by FRG)		
3. Have you provided a certificate?	<p>provided yes/no</p> <p><i>If you don't have a certificate, you can provide either confirmation from your manager that you have completed training or a letter from a previous employer to this effect.</i></p>	
4. Give details of your induction programme (e.g., what was involved and how long did it take)		
5. Shadowing of FGC practice <i>To be completed by coordinators who have undertaken FGC coordinator training within the last 12 months. Coordinators must have the opportunity to shadow within 12 months of initial training and must take a referral within a further 12 months otherwise will be required to re-shadow or re-train.</i>	Meeting with social worker	
	Initial meeting with family	
	Attended family group conference as an observer	

Give details of your ongoing practice development		
<p>6. Observation of FGC practice</p> <p><i>To be completed by all coordinators.</i></p> <p><i>ALL coordinators are required to have their practice observed in the 12-18 month prior to accreditation over or every 12-18 months by service manager or delegated supervisor</i></p>	Observation of meeting with referrer	
	Observation of initial FGC visit	
	Observation of all parts of FGC	
	Evidence of discussion of learning from observed practice for example notes from reflective discussion following observation of practice, suggestions of what the coordinator might do differently next time.	
<p>7. Practice group/supervision meetings attended in last 12 months</p> <p><i>All coordinators should attend at least 4 meetings a year</i></p>		
8. Training (relevant to FGC) undertaken in last 3 years		

3.3 List of coordinators

Please list all coordinators and indicate whether they have completed the self-assessment checklists.

NAME OF COORDINATOR	SELF ASSESSMENT CHECKLIST COMPLETED (Y/N)	APPROVED BY	DATE

3.4 Final checklist for submission

FINAL CHECKLIST FOR SUBMISSION <i>Please ensure that you have completed all the boxes on this form before submitting.</i>		
Contact information	FGC manager's name	
	Line manager to the FGC manager	
	Address	
	Telephone number	
	Mobile number	
	E-mail	
	Web address of service <i>(if you have one)</i>	
Service information	Number of managers & senior coordinators	
	Number of coordinators	
	In-house or commissioned	
	Number of FGCs in the last 12 months	
Standards checklist <i>Please tick that you have attached the evidence form for each standard</i>	Standard 1	
	Standard 2	
	Standard 3	
	Standard 4	
	Standard 5	
	Standard 6	
	Standard 7	
Coordinator or self-assessments	Completed self-assessment for each coordinator	
	Number of completed self-assessments?	
Family survey	What date did you send the family survey link?	
	How many individuals were sent the link?	
GDPR compliance	How has your portfolio been effectively anonymised?	

Appendix A – How should I organise my evidence?

When compiling your electronic portfolio, the guiding rule is that it should make sense to someone who has not seen it before. One of the biggest issues for the accreditation panel is not being able to locate the evidence.

Here is a suggestion for how your electronic folder could look:

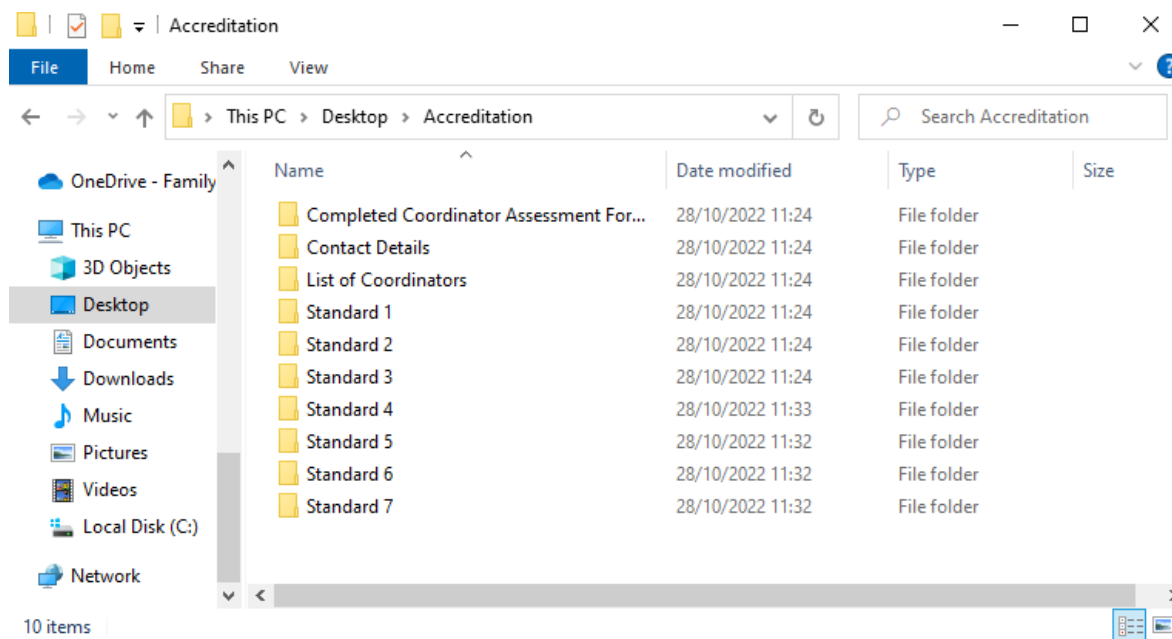


Figure 1 - Main folder contents

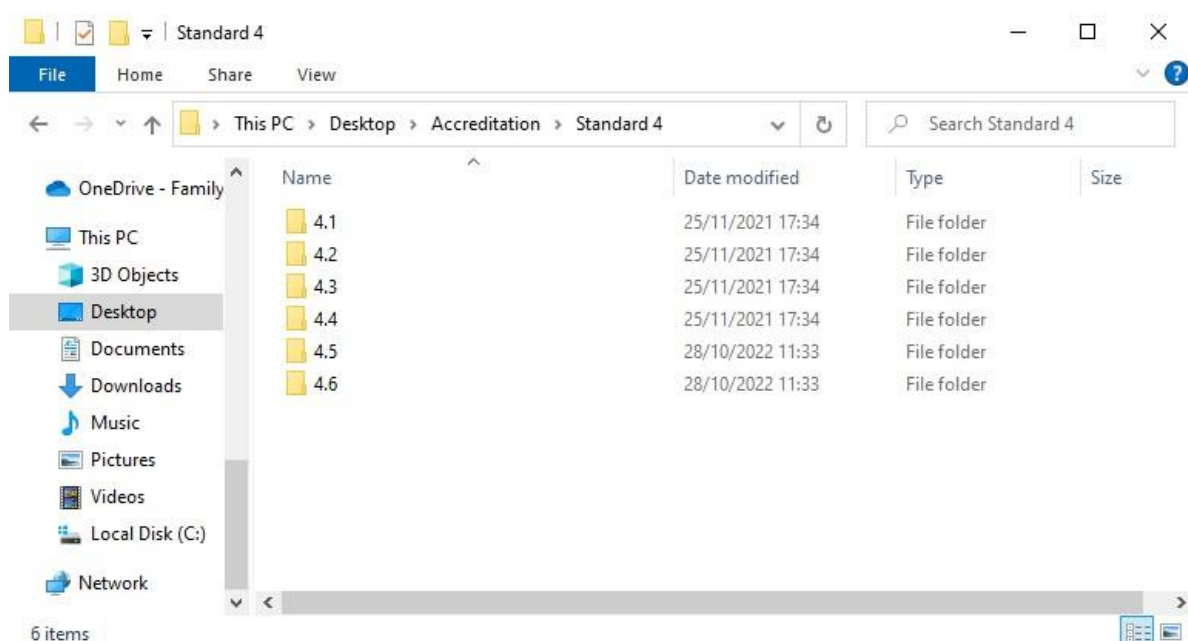


Figure 2 - Sub-folder contents example

Top tips:

- Please contact Family Rights Group to discuss your accreditation portfolio if that would be helpful – you can email fgcteam@frg.org.uk to arrange a Teams call with one of our FGC and Lifelong Links practice advisers.
- One piece of evidence (e.g., an anonymised family plan) can be copied and pasted into multiple folders as evidence for multiple FGC standards.
- Many organisations find it easier to source accreditation evidence over time, anonymising each piece at the time, rather than doing it all at once.
- Ask someone from a different part of your service or organisation to check the folder before you send it to see if makes sense to them.
- Ask someone to double-check that it is anonymised – preferably an officer within the organisation with expertise in anonymisation. **You can refer to section 2.2 on pages 6 and 7 for further guidance on how to ensure your evidence is correctly redacted.**
- The whole portfolio can be sent to a compressed (zipped) file for ease of sending, like this – highlight folder(s) > right-click > 'send to' > Compressed (zipped) file > the zipped folder will appear in the same place as your portfolio.

