

## Guidance Notes for Families Together Programme (FTP) - Sandwell

- (1) Before completing this referral please ensure the family being referred are aware that the FTP does not support families in their own home.
- (2) The support is delivered through Men's & Women's sessions which partners will attend separately; giving them the opportunity to work individually on their goals, making positive change which is aimed at ultimately benefiting their whole family.
- (3) Family Action understand that the community living within Sandwell are diverse and English may not be their first language. Unfortunately the FTP is only suitable to those families who are able to communicate and write English at basic level as we cannot accommodate for interpreters when group support is delivered.
- (4) Please ensure all parties referred are fully aware of what the programme entails (*please refer to the service leaflet*).
- (5) This programme is only suitable for domestic violence/abuse which is considered **low level** or if there has been **one incident of abuse**.
- (6) It is the responsibility of the referring officer to inform the FTP of any changes to circumstances regarding the family; including any safeguarding concerns.

### Criteria

- (1) We will work with individuals or couples but they must be willing and committed to engage in all sessions of the programme.
- (2) This is a preventative programme and not suitable for high-risk families.
- (3) This programme is not suitable for people whose primary need is alcohol/drug misuse.
- (4) We cannot support those with recent high risk criminal conviction or who may be deemed to pose a risk to staff and others.

### Important Information

#### Next steps for referral process

- (1) Once you have E-Mailed the referral you will receive an automated reply to acknowledge receipt.
- (2) The client's will be contacted (*within 10 working days*) via their telephone to be invited for an assessment.
- (3) If we are unable to contact the client (within sufficient time) we will inform the referring officer, who will be required to contact the client.
- (4) We will only offer two assessment appointments to the client. If they fail to attend we will inform the referring officer & shall close the case via E-Mail.
- (5) If accepted on to the programme, then the client's will be offered the next available group.

#### Referral Submission

Please E-Mail the completed referral form to [familiestogethersandwell@family-action.org.uk](mailto:familiestogethersandwell@family-action.org.uk) - as this is an unsecure E-Mail address, we **highly recommend to password protect the file before being submitted & send the password in a separate E-Mail**.

#### For further information please contact

Sonia Randhawa - Project Co-ordinator on mobile number **07816 086 861** between Tuesday – Thursday 9am, - 2pm or Fridays 9am – 12.30pm.