

## Children Affected by Parental Imprisonment (CAPI) – Our Work Plan

Quality Statement	Actions for services (look at the 'What can we do' column of the self-assessment section and select actions most relevant and which you wish to prioritise)	Evidence & comments (use the 'how can we evidence what we do' column of the self-assessment section for suggestions of the data/evidence you might collect to show you are working towards, or have achieved, the action)	Plan: This month, within three months, within six months	Completion date	Lead
<b>1. Awareness</b>	All Children's Centres and Bright Start Nurseries staff to receive awareness training	<ul style="list-style-type: none"> <li>- Awareness training provided by Barnardo's at Inset day for all staff</li> </ul>	Next inset day	May 2016	completed May 2016
	Identify Champions for each Children's Centre Area	<ul style="list-style-type: none"> <li>- Champions meet regularly to share good practice and develop Work Plan</li> <li>- Champions attend Barnardo's Practice workshop and Hidden sentence training</li> </ul>	Quarterly  Within 3 months of identifying	Oct 2016  Sep 2016	MT – Completed  Champions-Completed
	Raise awareness at Stakeholders day through displays	<ul style="list-style-type: none"> <li>- CAPI display created with Champions identified</li> </ul>	Annual Stakeholders event	Sep 2016	PR - Completed
	Collate an I-HOP file for each of the 9 Children's Centres Champions and Bright Start Nurseries	<ul style="list-style-type: none"> <li>- Feedback from practitioners, identify gaps</li> <li>- Peer support</li> </ul>	Create for each CC hub	End Dec 2016	PR – completed Nov 2016
	Resources to be identified for use with parents and children	<ul style="list-style-type: none"> <li>- Professionals resource file in all Children's Centre Hubs</li> <li>- Feedback from parents – what works/what doesn't work</li> </ul>	Review/ Discuss at CAPI Champions meeting	Ongoing	PR - Completed Nov 2016
	Posters and displays to be put in each of the 9 Children's Centres	<ul style="list-style-type: none"> <li>- Tear off contact number tabs on posters being used</li> </ul>	All Children's Centres	Sep 2016	Champions– completed Oct 2016
	Raise awareness with early years	<ul style="list-style-type: none"> <li>- CAPI Champion to speak at Early</li> </ul>	Share at next	Dec 2016	MT –

	settings	Years Leaders and Managers meeting - Share information with Early Years team	meeting Identify key partners	Sep 2017	Completed Dec 2016 PR
	Posters and information to be shared with Link Settings	- Settings making referrals or requesting support	Share at team meetings	Sep 2017	Champions
<b>2. Identification</b>	Add 'Parental Offenders' to Children's Centre Request For Support forms – hard to reach category	- Families entering the service are already identified - Estart data	To be added to forms	Oct 2016	MT – completed Oct 2016
	Add 'Parental Offenders' to Children's Centre Groups cohort overview	- Families accessing the service are identified - Estart data	To be added to forms	Jul 2017	PR
<b>3. Children's voice</b>	Provision of age appropriate resources for children	- Modifying resources available through I-HOP and other agencies to be age appropriate and meet needs of Children's Centre families - Find what works and share across Centres	Share at CAPI Champions meetings - Within next 6 months	Ongoing	All Staff
	Capture the child's voice through work undertaken	- Action Plans - AcE - Family Star - One Page Profile - Case Studies – min 2 / yr	Review at CAPI Champions meeting	On-going	All Staff
<b>4. Multi agency</b>	Hold CAPI Champions meetings ; Identify Service Lead Champion (for across 9 Children's Centres) and linking with other teams and services.	- Improved co-ordination; - Improved awareness; - More agencies referring into Children's Centre Services	Review progress at CAPI Champions meetings	Ongoing Dec 2016	PR Identified - PR
	CAPI Champions to share knowledge with the wider teams	- Parents voice in CAF/TAC's/TAF's/ CIN and CP plans - KM meeting with Chew Valley Health Visitors	Within next 3 months	Ongoing	Champions

		- HS meeting with Health Visitor Students			
	Share information with other agencies as agreed with families	- Parents voice in CAF/TAC's/TAF's/ CIN and CP plans	Review in March 2017	On-going	All Staff
<b>5. Stages of offender journey</b>	All staff to know the stages of the offender journey when working with affected families	- Ensure all staff enquire as standard at start of one-to-one work; - Create cards to support the stages of the offenders journey - Share resource with wider team	Review at June CAPI Champions meeting	Sep 2017	PR
	Find resources and services available to children and families, such as Contact Centres	- Families will have a place to go for support	Review at June CAPI Champions meeting	Sep 2017	Champions
	Create a family resource pack	- Practitioners will be using with families	Within next 3 months	June 2017	PR
<b>6. Support &amp; Services</b>	Explore opportunity to provide family support group within Local Authority	- Implementation of well attended group - Introduction of topics for support	Identify need - Visit to Bristol support group	On going? May 2017	All Staff/ PR
	Include information re availability of service on BANES Early Help app (available on Play Store and Apple)	- Parents accessing and reporting use of app - Increased number of parents / families seeking support	Review at March CAPI Champions meeting	On-going	All Staff
	Work with neighbouring LAs and local prisons to support delivery of 'parenting programmes for incarcerated parents / carers				
<b>7. Challenging stigma</b>	Use AcE tool for measuring children's outcomes	- Measurement of distance children travelled	Review at March CAPI Champions meeting	On-going	All Staff
	Adapt resources to make age appropriate for ages and stages of children	- Resources available in family packs in all Children's Centre Hubs	Continue to develop and collate	Ongoing	Champions
	Raising awareness of CAPI within the community	- Displays - Children's Centre Registration	Review at March CAPI	On-going	All Staff

		<p>Forms</p> <ul style="list-style-type: none"> <li>- Verbal and written Communication with other stake-holders and community groups-regarding the impact and CC offer;</li> <li>- Attend key community meetings</li> </ul> <p>e.g.: Community Forum meetings, Connecting Families Meetings</p>	Champions meeting		
<b>8. Building the evidence base</b>	Use of AcE to track progress	<ul style="list-style-type: none"> <li>- Measurement of distance travelled by CAPI</li> </ul>	Review at each CAPI Champions meeting	On-going	All Staff
	Case Studies	<ul style="list-style-type: none"> <li>- Share with wider team and commissioners</li> </ul>	Review at each CAPI Champions meeting	1 completed On-going	All Staff
	Practice groups within the Children's Centres	<ul style="list-style-type: none"> <li>- Recording and sharing of 'what is' and 'what is not' working</li> </ul>	Review at each CAPI Champions meeting	On-going	PR

Next Review: Sept 2017