|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Mandatory Documentation** | **Tick to √ if in place** | | | | | | **Dates** | | | | | | | | |
| **Signed & Dated Registration Form (Paper or online)** | Parent1 | | Parent2 | | Child | | Parent  1 | | Parent  2 | | | | Child | | |
| **Signed & Dated GDPR Form** | Parent  1 | | | Parent  2 | | | Parent  1 | | | | Parent  2 | | | | |
| **Signed & Dated Programme and Evaluation Consent Form** | Parent  1 | | | Parent  2 | | | Parent  1 | | | | Parent  2 | | | | |
| **Signed Photo Consent Child** | Parent  1 | | | Parent  2 | | | Parent  1 | | | | Parent  2 | | | | |
| **Signed Photo Consent Adult** | Parent  1 | | | Parent  2 | | | Parent  1 | | | | Parent  2 | | | | |
| **Signed and Dated Information Sharing Consent Form**  **(This is case by case if the family engages with another agency - refer to Family Action Log online)** | Parent  1 | | | Parent  2 | | | Parent  1 | | | | Parent  2 | | | | |
| **Sign and Dated Child Protection Agreement** | Parent  1 | | | Parent  2 | | | Parent  1 | | | | Parent  2 | | | | |
| **Signed & Dated Expectations Agreement** | Parent  1 | | | Parent  2 | | | Parent  1 | | | | Parent  2 | | | | |
| **Evaluation Questionnaires completed** | P | 6 | 1 | 2 | 3 | 4 | P | 6 | | 1 | | 2 | | 3 | 4 |
|  |  |  |  |  |  |  |  | |  | |  | |  |  |
| **Completed Session notes**  **(All session notes and records are filed in chronological order.)** |  | | | | | |  | | | | | | | | |
| **Tip Sheet Case Plan – Dates of tip sheet delivered** |  | | | | | |  | | | | | | | | |
| **Family Action Log – All inward/ outward interactions captured**  **(missed sessions/ phone calls/ emails/letters/inward/ outward referrals/ developmental items/ books/photos etc.** |  | | | | | |  | | | | | | | | |
| **The Home Visitor offers other programme offerings to the family, i.e., Antenatal, Baby Massage, COS, Triple P, etc.** |  | | | | | |  | | | | | | | | |
| **The Home Visitor/ Coordinator has sent disengagement letters to the family.**  **(This will only be captured if the disengagement process occurs.)** |  | | | | | |  | | | | | | | | |
| **The Home Visitor attended the Full Preparing For Life Induction Training (inclusive of observations)** |  | | | | | |  | | | | | | | | |
| **Home Visitor engages in Coaching & Reflective Supervision every 4/6 weeks (Please Record dates)** |  | | | | | |  | | | | | | | | |
| **The Home Visitor engages in Case Reviews – 4 times per year (Please Record dates)** |  | | | | | |  | | | | | | | | |
| **The Home Visitor engages in PFL HV Peer Learning – 3 times per year (Please Record dates)** |  | | | | | |  | | | | | | | | |
| **The Family Completes the Exit Form after finishing the programme.** | Parent  1 | | | Parent  2 | | | Parent  1 | | | | Parent  2 | | | | |

**Home Visitor sign: ...………………………………………………………………………………………………………………………**

**Date: …………………………………………………………………………………………………………………………………………….**

**Implementation and Fidelity Manager sign: ...………………………………………………………………………………**

**Date: ……………………………………………………………………………………………………………………………………………**