



### **Some basic principles of Daybreak FGC service and process:-**

- Family choice whether to take part in FGC – encouraging empowerment and ownership, key to successful outcomes.
- The voice of the child/young person is important and, where permission given by the person with PR, will be sought for the purpose of the FGC – we will encourage the child/young person to attend if permission given
- Respecting that this is the family's meeting and their opportunity to come together, be well informed by well-prepared information givers, ie referrers and other relevant service providers.
- The referrer must attend **all** of the FGC
- It is the FGC coordinators responsibility to undertake preparation of all participants, this is done in face to face meetings
- It is the FGC coordinators responsibility to arrange all logistics, ie suitable date for all, venue, refreshments, child care etc NB: interpreters will be organised by the coordinator but the referrer must seek and secure permission from their manager for the additional spend. This must be communicated via email for records.
- Whilst maintaining confidentiality, the FGC coordinator will keep the referrer informed of any relevant information during preparation

### **Hillingdon's target timescale/KPI, referral to FGC is 30 working days.**

Review FGCs – a Review FGC may be held approx. 2/3 months after the Initial FGC, (this timescale could vary and ideally a Review Meeting date and time should be set at the Initial FGC where all are present).

### **Contact details:-**

#### **Programme Managers:**

Angela Copeland – [angelacopeland@daybreakfgc.org.uk](mailto:angelacopeland@daybreakfgc.org.uk)

07701 397 506

Alison Powney – [alisonpowney@daybreakfgc.org.uk](mailto:alisonpowney@daybreakfgc.org.uk)

07901 655 666

### **For referrals, please send, securely, on Daybreak referral form to:**

Daybreak Head Office

[headoffice@daybreakfgc.org.uk](mailto:headoffice@daybreakfgc.org.uk)

Tel:- 02380 696644

