

Main Tasks of the Lead Worker

The Lead Worker needs to:

- Act as a single point of contact for the child and family and practitioners involved in the *Child and Family Plan*
- Support the child and family
- Co-ordinate the assessment, planning and action
- Record the *Child and Family Plan*
- Organise the review of the *Child and Family Plan* with the members of the *Team around the Child*
- Make sure that all members of *Team around the Child* (including the child and parents/carers) are clear about their responsibilities
- Ensure that the support provided is working well and is achieving the outcomes specified in the plan
- Act as an advocate for the child if necessary
- Ensure that the views of the child and their family are taken into account when decisions are made
- Make sure that the child understands (age and stage appropriate) what is happening, and are supported so that they can participate in the decisions that affect them
- Ensure that the child and/or their family understand the ongoing need for practitioners to share their personal information
- Seek and regularly review written consent, for the sharing of information to happen
- Maintain productive working relationships with the child's family
- Be familiar with the remit of other agencies
- Ensure the *Child and Family Plan* is agreed and that it is based on an accurate (multi-agency) *Child and Family Assessment* of need and strengths.
- Update the *Multi-agency Chronology* (if one is in place)

Note that many of these tasks, such as *maintain productive working relationships with the child's family*, are also tasks for the other members of the *Team around the Child*.