
Appendix A

Work plan template

Throughout the Quality Statements (QS) and Toolkit there is a self-assessment section with suggested actions on how your service can meet the QS.

This appendix also helps you look at the different elements that are needed to provide a quality service for children of offenders and examine your current position in relation to these. The actions are split by type of service: some are intended for all types of services, others will be more applicable to particular services (universal¹, specialist² or criminal justice services³).

This work plan template allows you to select which actions are relevant to your services – you may decide to prioritise particular ones depending on the results of your self-assessment or you may select all those relevant to your type of service.

1 Universal services (education, early years and health)

2 Specialist and targeted services (youth services, early help services, troubled families teams, kinship care and support teams, family support teams, and targeted children affected by parental offending teams)

3 Criminal Justice Services (prison service, Community Rehabilitation Companies, National Probation Service, police service and courts)

What can we do? Developing a 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
1. Awareness					
2. Identification					

What can we do? Developing a work plan

3. Children's voice					
4. Multi agency working					
5. Stages of offender journey					

What can we do? Developing a work plan

6. Support & Services					
7. Challenging stigma					
8. Building the evidence base					