**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)

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| **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** | Identify an IHOP Champion  Plymouth Coordinator to be IHOP Champion | * To write action plan, signed off at March 2017 team meeting * Action plan to be managed in supervision | March 2017 | March 2017 | Liz hand  Jayne Zito |
| Carole and Debbie to provide the Hidden Sentence Training to all staff and volunteers | * In house training Certificates to be provided to staff and volunteers | Identify date in March Team meeting | July 2017 | Carole Edwards  Debbie Mullis |
| Refresh resources for staff and volunteers across all three Magistrate courts | * Identify special category of resources. * Delegate work to volunteer * Present resources at Hidden Sentence training in July * Volunteer to give IHOP presentation at volunteer training | Within four months | July 2017 | Volunteer/  Plymouth site  Volunteer/  Cornwall site |
| **2. Identification** | Review referral forms to identify the following: *‘Are there children at home affected by this? /how? /no of children? /age?’* | * Reviewed referral forms * Updating staff and volunteers on the new section of the form/ reasons why | Within one months | April 2017 | Liz hand |
| Add data from referral form to CASS+ reports | * CASS+ Coordinator reports * Referral forms * Reports to Board | Within two months | May 2017 | Court Coordinators  General manager  Operations coordinator |

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| **3. Children’s Voice**  **3. Children’s voice** | Create ‘Children and family Resource Box’ in each of magistrate’s court sites | * Resource Box available across all court sites | May 2017 | July 2017 | Liz Hand |
| **4. Multi agency working** | Identify and create a data base of contact details of agencies that support children and families of offenders | * Directory available across Plymouth, Bodmin and Truro magistrate’s courts * Evaluation of referrals undertaken to family/children support pathways | April 2017 | July 2017 | Liz hand/ delegate to volunteer/Plymouth  Debbie Mullis delegate to volunteer/  Cornwall |
| IHOP champion to create shadowing opportunities at Children’s centers/ partner organizations that support children and young people e.g. Young people Cornwall | * Introduce as part of staff and volunteer induction * Evaluation forms of partner organization visits | May 2017 | July 2017 | Liz Hand/ Plymouth Coordinator  Debbie Mullis/ Cornwall Coordinator |
| **5. Stages of offender journey** | Children and Family resource box to be organized in stages that reflect the offender pathways.  Source resources on IHOP website | Resource box available across all three CASS+ sites | May 2017 | July 2017 | Liz Hand/ Plymouth Coordinator  Debbie Mullis/ Cornwall |
| Display Offender pathways poster | Across all three Magistrates Court sites | May 2017 | July 2017 | Liz Hand/ Plymouth Coordinator  Debbie Mullis/ Cornwall |
| Display Offender Family helpline poster | Across all three Magistrates Court sites | May 2017 | July 2017 | Liz Hand/ Plymouth Coordinator  Debbie Mullis/ Cornwall |

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| **6. Support & Services** | To create a resource box and directory of partner organizations | * Create data base and monitor referrals made to partner organizations * This data to be presented in regular coordinator reports | May 2017 | On going | Liz hand  Debbie Mullis |
| **7. Challenging stigma** | To share IHOP toolkit with strategic partners | * To share IHOP toolkit with Children’s Safeguarding Chairs across Cornwall and Plymouth * To share IHOP toolkit with Offender Group Plymouth * To share IHOP toolkit with SSC Consortium in Cornwall/Safer Cornwall partnership Board | April 2017 | April 2017 | Jayne Zito  Liz hand  Carole Edwards |
| To raise awareness of family and children issues via CASS+ website and presentations | * Promoting Change videos/CASS+ work with families on CASS+ website * Invite families CASS+ have supported to give presentations at public event and speak to CASS+ volunteers * Add case studies to CASS+ website | May 2017 | On going | Liz hand  Carole Edwards  Debbie Mullis |
| **8. Building the evidence base** | Create evidence base of support/ referrals offered to family and children of offenders | Add family and children case study to training module for volunteers | May 2017 | Ongoing | Liz hand  Jayne Zito |
| Evaluate information gathered on referral forms | Present data to Board through coordinator court reports  Take IHOP action plan to team and Board meeting | May 2017 | On going | Liz hand  Debbie Mullis |