# Family Contact Record

## Editable professional template

This family contact record provides a structured, editable record for use in an Ofsted registered children's home. It supports clear evidence, child centred practice, management oversight and timely review. The home must adapt the document to its Statement of Purpose, policies, children's needs and local arrangements.

| Document details | Information |
|---|---|
| Children's home | |
| Provider | |
| URN | |
| Document owner | |
| Effective date | |
| Next review date | |
| Version | 1.0 |
| Approved by | |

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## How to use this template

Complete every relevant field using factual, specific and proportionate information. Record the child's views and the rationale for decisions. Cross reference supporting records rather than copying sensitive material unnecessarily. Review after significant events, changes in need, new information or within the home's agreed review cycle.

This template supports good governance but does not replace professional judgement, statutory guidance, the Children's Homes Regulations 2015, safeguarding procedures, health and safety duties or advice from the relevant authority or specialist.

## People and consultation

| Role or person | Name | Consulted on | Views or contribution |
|---|---|---|---|
| Child or young person | | | |
| Parent or person with responsibility | | | |
| Social worker or placing authority | | | |
| Home representative | | | |
| Other professional | | | |

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## Management review and approval

| Review question | Management response |
|---|---|
| Is the record complete, factual and child centred? | |
| Are safeguarding or statutory notifications required? | |
| Do plans, risk assessments or policies need updating? | |
| How will the impact of actions be checked? | |

| Name and role | Signature | Date | Next review |
|---|---|---|---|
| | | | |
| | | | |

## Review history

| Version | Date | Reason for review | Changes made | Approved by |
|---|---|---|---|---|
| 1.0 | | Initial issue | | |
| | | | | |
| | | | | |

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