

Family PFL Number: _____

Date: _____

1. Introductions

Please tick items when complete



Introduction by co-ordinator and/or Home Visitor (name, role, days of work, place of work) ☐

Revisit initial phone call (brief overview of what PFL is, address how referral was made e.g. "As we spoke about on the phone, you had met our recruitment officer in the primary care centre, didn't you?") ☐

2. Information for participant

Provide **Information leaflet** to family ☐

Give a brief overview/history of PFL – how long it has been in existence, the RCT, where the other sites are ☐

Give a snapshot of what a home visit looks like:

- format
 - content
 - frequency
 - show tip sheet folder and some **sample tip sheets**
- ☐

If, at this stage, family are happy to go ahead with sign up, then complete the following:

Family registration form ☐

Programme & evaluation consent ☐

GDPR ☐

Information sharing consent (if necessary) ☐

Child protection ☐

Give **FAQ booklet** to family - questions invited/answered ☐

3. Agreements on visits (will be flexible according to family needs)

Complete the **Expectation Agreement** together with the family and discuss. This is a good opportunity to also discuss the following in relation to sessions: ☐

- Venue
- Times
- Duration
- Frequency

4. Tip Sheets

Give family an **empty folder** ☐

Explain tip sheet system and how they are shared with families ☐

If time allows, introduce a **tip sheet(s)** and leave with the family ☐

5. Next visit

Arrange date, time & location	☐
Provide your contact details	☐
Explain how they can rearrange if necessary	☐

Item Checklist for First Visit	✓
1. Information leaflet	
2. FAQ	
3. Child protection agreement x 4	
4. GDPR x 4	
5. Expectation agreement x 4	
6. Registration form	
7. Programme & evaluation consent	
8. Information sharing consent	
9. Case plan	
10. Empty folder	
11. Sample tip sheets	