

PFL Number: \_\_\_\_\_

Date: \_\_\_\_\_

| Mandatory Documentation                                                                                                                                      | Tick to V if in place |         |       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------|-------|
|                                                                                                                                                              | Parent1               | Parent2 | Child |
| Signed & Dated Registration Form (Paper or online)                                                                                                           |                       |         |       |
|                                                                                                                                                              |                       |         |       |
| Signed & Dated GDPR Form                                                                                                                                     | Parent1               | Parent2 |       |
|                                                                                                                                                              |                       |         |       |
| Signed & Dated Programme and Evaluation Consent Form                                                                                                         | Parent1               | Parent2 |       |
|                                                                                                                                                              |                       |         |       |
| Signed Photo Consent Child                                                                                                                                   | Parent1               | Parent2 |       |
|                                                                                                                                                              |                       |         |       |
| Signed Photo Consent Adult                                                                                                                                   | Parent1               | Parent2 |       |
|                                                                                                                                                              |                       |         |       |
| Signed and Dated Information Sharing Consent Form<br>(This is case by case if the family engages with another agency<br>- refer to Family Action Log online) | Parent1               | Parent2 |       |
|                                                                                                                                                              |                       |         |       |
| Sign and Dated Child Protection Agreement                                                                                                                    | Parent1               | Parent2 |       |
|                                                                                                                                                              |                       |         |       |

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| Signed & Dated Expectations Agreement                                                                                                                                                      | Parent1 |   |    | Parent2 |    |    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---|----|---------|----|----|
|                                                                                                                                                                                            |         |   |    |         |    |    |
| Signed and Dated Evaluation Questionnaire Consent                                                                                                                                          | P       | 6 | 12 | 24      | 36 | 48 |
|                                                                                                                                                                                            |         |   |    |         |    |    |
| Evaluation Questionnaires Completed                                                                                                                                                        | P       | 6 | 12 | 24      | 36 | 48 |
|                                                                                                                                                                                            |         |   |    |         |    |    |
| <b>Completed Session Notes</b><br>(All session notes and records are filed in chronological order.)                                                                                        |         |   |    |         |    |    |
| <b>Tip Sheet Case Plan – All Tip Sheets that have been delivered are clearly dated.</b>                                                                                                    |         |   |    |         |    |    |
| <b>Family Action Log – All inward/ outward interactions captured</b><br>(Missed sessions/ phone calls/ emails/ letters/ inward/ outward referrals/ developmental items/ books/photos etc.) |         |   |    |         |    |    |
| <b>Home Visitor offers other programme offerings to the family, i.e., Antenatal, Baby Massage, COS, Triple P, BBFHTT, Play Therapy etc.</b>                                                |         |   |    |         |    |    |
| <b>Home Visitor/ Coordinator has sent disengagement letters to the family.</b><br>(This will only be captured if the disengagement process has or is taken place.)                         |         |   |    |         |    |    |
| <b>Home Visitor attended the Full Preparing for Life Induction Training (inclusive of observations)</b>                                                                                    |         |   |    |         |    |    |

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|                                                                                                            |              |               |
|------------------------------------------------------------------------------------------------------------|--------------|---------------|
| Home Visitor engages in PFL Home Visitor Learning and Development – 4 times per year (Please record dates) |              |               |
| Satisfaction Calls                                                                                         | 3 - 6 months | 2 – 2.5 years |
|                                                                                                            |              |               |
| Family Completes the Exit Form after finishing in the programme                                            |              |               |

Home Visitor Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Implementation and Fidelity Specialist Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

