

## A FAMILY GROUP CHECKLIST

For volunteers and staff working in family groups and services with families affected by drug and alcohol use, including kinship carers.

**This Checklist aims to help you improve the services you offer to kinship carers and the children they care for.**

### Child Protection

- You have a child protection policy.
- All volunteers and staff receive training on working with this policy.
- All service users, including kinship carers, are made aware of the child protection policy.

### Drugs and Alcohol

- You have a drug and alcohol policy
- All volunteers and staff receive training on working within this policy.
- You have information about drugs and alcohol which is relevant for kinship carers, where possible available in their mother tongue.

### Referrals

- You know how to refer children to Safeguarding Boards.
- You know where to refer kinship carers for support and advice.
- The local Drug and Alcohol Team is aware of your services.

### Monitoring and Planning Services

- You monitor the number of kinship carers you work with.
- You ask kinship carers what they think about the services you provide.
- You use the information gathered to help you plan your services
- Kinship carers are involved in planning your services.

## ACTION PLANNING

Having completed the checklist you may be able to identify areas where you want to improve the services you offer kinship carers. Our other [kinship care web-based resources](#) could help you develop your services in this way. The agencies below may also be able to help or put you in contact with local agencies that could do so.

**Adfam** Supporting family members and others affected by someone else's drug or alcohol misuse

25 Corsham Street  
London N1 6DR

**Email** [admin@adfam.org.uk](mailto:admin@adfam.org.uk)

**Tel** 020 7553 7640

[www.adfam.org.uk](http://www.adfam.org.uk)

(Adfam does not operate a helpline)

**Grandparents Plus** Raising the profile of grandparents and the extended family as providers of essential care, especially to vulnerable children

18 Victoria Park Square  
Bethnal Green  
London E2 9PF

**Email** [info@grandparentsplus.org.uk](mailto:info@grandparentsplus.org.uk)

**Tel** 020 8981 8001

[www.grandparentsplus.org.uk](http://www.grandparentsplus.org.uk)

**Family Rights Group** Providing advice and support for families whose children are involved with social services

Second Floor  
The Print House  
18 Ashwin Street  
London E8 3DL

**Email** [advice@frg.org.uk](mailto:advice@frg.org.uk)

**Advice Line** 0808 801 0366

(Mon - Fri 9.30am-3.00pm)

[www.frg.org.uk](http://www.frg.org.uk)

**Talk to FRANK** Providing information and advice about drugs

[www.talktofrank.com](http://www.talktofrank.com)

**Tel Helpline** 0800 77 66 00

*Helping to understand the needs of kinship carers*

Mentor's web-based resources around kinship care:

**Talking to your children about alcohol and drugs** a leaflet for kinship carers

**Family Group Checklist** for volunteers & staff working with kinship carers

**Service Assessment Tool** for agencies providing services to kinship carers

**Staff Training Pack & Training Scenarios** around kinship care, suitable for those little or no experience of training or facilitation

**Literature Review of Kinship Care**

Download at [www.mentoruk.org.uk/kinship-care-resources](http://www.mentoruk.org.uk/kinship-care-resources)

**About Mentor** Mentor is the UK's leading charity dedicated to protecting children from alcohol and drug harms. We have worked with grandparents and kinship care families since 2004 and are Scottish Government's strategic partner in kinship care. Our definitive guide for Kinship Carers on responsibilities, legal and financial rights and support is available from our website along with other resources and details of our current projects.

[www.mentoruk.org.uk](http://www.mentoruk.org.uk)

[www.mentoruk.org.uk/mentorworks/kinship-care](http://www.mentoruk.org.uk/mentorworks/kinship-care)

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