

## FAMILY LINKS PARENT GROUP CHECKLIST

PLEASE TICK: PP 10 WEEK  PP 4 WEEK  ANTENATAL WELCOME TO THE WORLD

### For Parent Group Leaders (PGLs):

The following documents need to be completed while running a Family Links Parent Group and you may be asked to show these: ✓

<b>PGL Order Forms</b> To order supplies for your next course, order online at a discount, by using the national Family Links website, using your PGL log-in details.	
<b>Parent Group Registration Form</b> A record of parents' contact details, ethnicity, age, etc	
<b>Parent Group Attendance Sheet</b> A register of weekly attendance on the course	
<b>Parents' Weekly Feedback Form</b> For completion by each parent at the end of each session	
<b>Group Leader's Feedback Form (Fidelity Checklist)</b> For completion by each PGL at the end of each session	
<b>Family Log</b> For completion by each parent at week 5 and 9 (10 Wk)	
<b>Feedback Form for Supervision and Support</b> For PGL personal use, and in Supervision sessions	
<b>Certificate of Achievement</b> For PGLs to give to each parent who attends the course	
<b>Parents' End of Programme Feedback Form</b> For completion by each parent in the last session.	
<b>Parent Group Form</b> An overview of the parent group and specific data required by Surrey and National Family Links	

The following documents need to be submitted by you, to Surrey Nurturing Links at the end of a Parent Group: (4Wk, 10Wk & Antenatal) ✓

<b>Parent Group Form (summary of registration details)-</b> to be completed by PGLs at end of course and <b>forwarded to Surrey Nurturing Links immediately</b> <u>Essential</u> (fill out if not supplied when chased)	
<b>Group Leader's Feedback Forms (Fidelity Checklist) –</b> completed by PGLs at the end of each session	
<b>Family Logs</b> - completed by the parents at weeks 5 and 9 (10wk course only)	
<b>Parents' End of Programme Feedback Forms</b> - Completed by the parents in the last session.	

### For Surrey Nurturing Links Admin use only: ✓

<b>Full set of forms received?</b> If not chased on (date)	
<b>Record number of parents completing the course on to the list of courses running for that term</b> Go to: Parenting/parentgroups/list of courses run/ Select year, select term	
<b>Copy of Parent Group Form in box to send to Oxford</b>	
<b>Input the parent group form data onto the demographic spreadsheet:</b> Evaluations\ demographic info\training demo info/ Select term and date and tab	
<b>Input the groups run onto PGL overview spreadsheet:</b> PGLs\PGLs\trained PGL overview (active or if pre-active move into active)	
<b>At the end of each term compile data for spreadsheet:</b> parenting\parent groups\list of courses run\parent groups by PCT,CC & Borough	
<b>Enter 'Gems' (nice comments) onto:</b> Parenting\parentgroups\Evaluations\ Select date – new folder	
<b>Divide paperwork into 4 week/10 week/ante</b> Using end of course feedback, fill out Parenting/EY Reporting Info/Year/ Consolidated Termly Feedback/4 or 10 week per term Cross reference if any paperwork from courses if not received	

**Please complete and send this form to Surrey Nurturing Links along with the feedback forms from your group**

c/o Ripley CofE Primary School, Wentworth Close, Ripley, Surrey GU23 6ED

NB: Please send *summaries* of any evaluation forms, if used, (TOPSE, WEMWBS etc) to Family Links in Oxford (research@familylinks.org.uk).