**Family impact assessment tool**

To be undertaken in conjunction with any planned policy/practice/initiative/process development.

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| Impact assessment | Yes/no | Potential impact | If impact negative how will this be mitigated for? | How will this be communicated to visit/family support provider? | How will this be communicated to families? | Actions   * Who * When * How |
| Could the development achieve improved outcomes for prisoners if family members are actively engaged? |  |  |  |  |  |  |
| Could the development impact on prisoners’ visits from family? (either social or extended visits)  Consider frequency, nature and length of visits. |  |  |  |  |  |  |
| Could the development impact on prisoners’ ability to maintain telephone contact with family? |  |  |  |  |  |  |
| Could the development impact on prisoners’ access to release on temporary licence? |  |  |  |  |  |  |
| Impact assessment | **Yes/no** | **Potential impact** | **If the impact is negative how will this be mitigated for?** | **How will this be communicated to visit/family support provider?** | **How will this be communicated to families?** | **Actions**   * **Who** * **When** * **How** |
| Could the development impact on prisoners’ or families’ ability to engage with family programmes/initiatives? |  |  |  |  |  |  |
| Could the development impact on family members’ *experience* of the visit process? |  |  |  |  |  |  |
| Could the development impact upon prisoners’ resettlement plans? |  |  |  |  |  |  |
| Could the development impact on family members’ ability to communicate with the prison? |  |  |  |  |  |  |
| Could the development impact on family members’ *perception* of the prison? |  |  |  |  |  |  |
| Impact assessment | **Yes/no** | **Potential impact** | **If the impact is negative how will this be mitigated for?** | **How will this be communicated to visit/family support provider?** | **How will this be communicated to families?** | **Actions**   * **Who** * **When** * **How** |
| Could the development impact on the safeguarding of children/family members? |  |  |  |  |  |  |
| Could the development impact on the contract between the family service provider and the prison, or on the services that the family provider delivers? |  |  |  |  |  |  |

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| If the answer to any of the above questions is ‘yes’ how will families be able to inform the development process?   * Family forum with governor? * Survey in visit centre? | Action: |
| If the initiative/development engages directly with families, consider which staff may require additional Think Family training to ensure families are engaged effectively. | **Training required:** Yes/no  **Which staff:** |