**Think family toolkit**

Part of establishing a Think Family approach is to ensure that all staff have access to the information and resources that they need to support prisoners to develop and maintain family ties. While Think Family training will help staff to understand the need to support a Think Family approach, resources and information that can all be found in one place is important in supporting day to day practice. Equally, this toolkit would be a useful resource to accompany Think Family training. Toolkits could be made available electronically on intranet systems, as hard copies on wings, in key worker suites and across functions. Family and Significant Other Strategy groups could be made responsible for ensuring that the toolkits are kept up to date and promoted.

The following list is not exhaustive, however it suggests some of the documents, policies and resources that could support and inform a Think Family approach.

* Establishment Family and Significant Other Strategy
* Establishment Child Safeguarding Policy and procedures
* Ministry of Justice Strengthening Prisoners Family Ties Policy Framework (2019)
* Relevant Safer Custody Learning Bulletins such as:
  + Issue 14: Receiving Emergency Calls: facilitating the sharing of risk information by families, Samaritans and others (October 2016)
  + Issue 37: Sharing information with a prisoner’s family and/or friends: when can it be done and what can be disclosed? (March 2019)
  + Issue 38: How to respond to contact from family members and friends of prisoners who are concerned about their wellbeing (March 2019)
* Information leaflet about family provider services in the establishment as well as any other partner organisations providing family support or interventions
* Information and guidance about supporting care leavers, including establishment Care Leaver Strategy (see *Supporting your work with care leavers in custody*)
* Information about how to support prisoners to maintain contact with family and significant others (see *Keeping in touch: how prisoners can maintain contact with family and significant others*)
* *Think Family checklist*
* Information about how families can be involved in Assessment, Care in Custody and Teamwork (ACCT) reviews (see Her Majesty’s Prison and Probation Service leaflet *ACCT: Family Involvement*)
* Information leaflet about the National Information Centre on Children of Offenders ([www.nicco.org.uk](http://www.nicco.org.uk)) which lists all the services, policies and research concerned with supporting the children of prisoners as well as a directory of family support services provided in prisons across England.