



an inclusive
parent programme

The steps to delivering a programme

A step-by-step guide for trained SFSC facilitators to set up and deliver the Strengthening Families, Strengthening Communities (SFSC) programme.

The guide is in three sections covering the following key areas:

- **Organising your programme**
- **Completing the paperwork**
- **Getting support**

There are full contact details on the back page.

Organising your programme

Step 1 Identify a co-facilitator

Programmes must always be delivered by two SFSC-trained facilitators.

Identify a co-facilitator and agree how you are going to work together (you may want to draw up a co-facilitation agreement identifying roles, responsibilities and expectations around planning and delivery).

Co-facilitation is important because the evidence tells us that it leads to the best experience for facilitators and parents alike. SFSC is a large curriculum and delivering it well requires planning and preparation. Having someone to work with – to share the task as well as to discuss challenges and find solutions – is essential. Equally importantly, co-facilitation allows for the modelling of 'healthy relationships', which is core to the SFSC programme.

Step 2 Identify the budget

Ensure you have a budget for delivery. Make a list of things you need and identify the associated costs.

Step 3 Identify your timetable

Decide a proposed start date and timetable for your programme. Although this may change, depending on venue availability or parental feedback, it's useful to work towards a start date.

Consider factors such as:

- school holidays
- public holidays and religious festivals
- whether parents will prefer a daytime, evening or weekend programme.

Remember that parents who are in work or education may find it difficult to attend daytime programmes.

Step 4 Develop a recruitment strategy and pursue it

An SFSC programme can be delivered to groups of between 6 and 15 participants (10-12 is the group size that tends to work best).

Recruitment strategies include:

- word of mouth
- posters and flyers
- referrals and community outreach
- taster and information sessions.

Think about who you are targeting and how best to let them know about the course. Parents should understand the purpose, benefits and content of the programme. If, for example, parents are unclear about the time they need to commit, they may drop out.

Step 5 Select and book a suitable venue

Several weeks in advance of the start date, book a venue that is convenient and attractive to as many as possible of your potential participants.

You will need:

- a large, warm and comfortable room, where seating can be arranged in a semicircle
- additional space for refreshments and catering (either within the main room or an adjoining room)
- a child-friendly room for a crèche (if you are offering this).

Remember that you need to book the same space for all 13 sessions and for an extra half an hour each side of booking to allow for setting up and packing away.. Also, venues that are suitable for some groups of parents may not be suitable for others; for example venues that are more usually used by women than men may not feel welcoming to fathers

Step 6 Organise refreshments

Decide what refreshments to provide and who will provide them. SFSC evaluations show that food and drink can help people to feel welcome, comfortable and valued and add to the success and the parents' positive view of programmes. Start a morning programme with breakfast or finish it with lunch; begin an afternoon programme with lunch and provide an evening meal with any evening programme.

You should also:

- ensure that refreshments are well balanced and nutritious
- be aware of dietary requirements (e.g. halal or kosher meals)
- provide refreshments for children
- allocate time for meals outside of the three hours needed for programme delivery.

Step 8 Identify and meet transportation needs

It is important to identify whether you need to help parents to attend your programme. When programmes take place within 'prampushing distance', transport is only necessary for those with mobility impairments. However, if you are working with parents in rural or dispersed communities, providing programmes council wide, or delivering programmes in the evening, during the winter or to parents where attendance can sometimes be an issue, you should identify suitable forms of transport to facilitate attendance.

Options include:

- community transportation
- taxis
- shared car schemes
- travel cards
- reimbursement of bus or train fares.

Step 7 Identify and meet childcare needs

Work out what childcare would meet the needs of parents and what you are able to provide.

Childcare is an essential part of the delivery of SFSC programmes, because it impacts directly on parental participation. It is necessary for the majority of programmes.

The type of provision offered will depend on the facilities in your locality, existing childcare arrangements used by parents, the age of the children and the budget available.

Options to consider include:

- an onsite or a mobile crèche
- sessions at day nurseries
- payment to registered childminders or informal carers
- parallel programmes or activities for young people, such as SFSC Children and Young People's Programme.

Make sure that childcare is suitable and consider the level of provision in line with government guidance for the number of children and the behaviour likely to be encountered.

Step 9 Identify and meet language, learning or other needs

Facilitators must ensure that all parents can participate in and benefit from attending a programme. You must consider the range of needs in advance and, where possible, identify strategies to support parents. You must also respond to needs as they arise. Parent materials are available in a range of languages and formats and programme delivery should take place in community languages where needed. Where it is not possible, consider using an interpreter. Please contact the support line for guidance if using a community language or BSL interpreter.

SFSC does not demand that participants are literate so plan delivery accordingly. All information must be delivered verbally, even if supported by written material. Individual help should be provided for parents who need it, especially when completing evaluation forms or carrying out tasks at home with their children.

Parents' needs are diverse and can range from health issues to family breakdown. You may not be able to respond appropriately to all of these so familiarise yourself with local services and signpost parents towards relevant information and support. The support line also provides additional guidance.

Step 10

Securing additional resources

Identify and order any further resources needed to deliver the programme.

Necessary resources include:

- overheads USB provided in training, posters etc
- parent manuals.

Optional resources include:

- information on local services
- photocopies of handouts
- audio/video/written material to support discussions.
- large laminated posters for programme foundational concepts

Download supplementary notes where necessary on:

- working with parents of under 5's
- working with parents living in areas affected by gang, gun and knife crime
- working with parents affected by youth violence
- working with parents experiencing adult conflict
- working with parents of neurodiverse children
- delivering SFSC to parents with learning disabilities
- using SFSC as a tool to promote healthy sexual and reproductive health
- delivering SFSC in prisons

The next step for programme delivery is completing the paperwork.

Completing the paperwork

Collecting data on all programmes is a vital part of developing the evidence base for SFSC. It is an important part of your role as facilitator to make sure that all the paperwork associated with the programme is completed. Although time consuming and sometimes mundane, it has a number of important functions.

Collecting data

- helps the Foundation to provide support to facilitators and programmes
- helps participants to express their views and so to impact on programme development
- helps to demonstrate the efficacy of the programme and the work you do as a facilitator.

Step 1 Complete and return the registration form to us

Once you have begun all the steps listed above under 'Organising your programme', and at least three weeks before the group is due to start, you must complete a online [Programme Registration Form](#). This is available on the Foundation website, and on the Strengthening Practice website.

The registration form is important because it tells the Foundation that you are going to run a programme.

When you register a programme:

- send you a programme identification number
- send you parent manuals
- Where you have requested it, we will contact you to order support and organise an observation and implement quality assurance procedures.

Step 2 Complete the evaluation paperwork

You need to ensure that the relevant SFSC programme paperwork is completed at the right times and returned to the Foundation after the programme has come to an end. Details of the forms, and when and by whom they should be completed, are given in the table overleaf.

Facilitators must match up the parent registration form with the corresponding pre- and post-questionnaire answer sheet for each participant .

Together with the class summary report they should either be:

- a) returned to the Foundation by recorded delivery. (we recommend you keep a photocopy of each document for your records).
- b) scan each document and send electronically to the SFSC Administrator (Leanne please link to angela@racefound.org.uk) with the subject line: SFSC paperwork [programme number]

Please note, you must return these materials in order to receive facilitator certification, and we ask you to continue to return them for every programme delivery thereafter.

Step 3 Ordering parent certificates

Upon course registration you will be sent a course code and certificate request form. Please return this to the SFSC administrator in order to obtain end-ofprogramme certificates. These are produced digitally and will be emailed to you for printing before the graduation ceremony.

It is the facilitator's responsibility to email the certificate order form.

The order details include:

- your unique programme reference number
- details of the facilitators' names that should appear on the certificates
- information regarding the number of sessions each participant will have completed by the end of the programme (so that the we can allocate the correct participation/completion certificate)

If you do not have the certificate order form please contact the administrator via email on sfscadmin@racefound.org.uk or via post to: **17 Deane House Studios, 27 Greenwood Place, London NW5 1LB** . It is the facilitators responsibility to return all paperwork to the programme administrator.

Evaluation paperwork

	When	What	Who
START	Complete at registration or during the introductory session.	Parent registration form	Completed by parent with facilitator assistance if needed.
	Send to the course administrator after course completion.	Parent pre-questionnaire form	Questions read by facilitators. Completed by parents assisted by facilitators if needed.
DURING	Complete and send to the course administrator two weeks before needed.	Certificate request form	Completed by facilitator.
END	Complete during the last session. Send to the course administrator after course completion.	Parent post-questionnaire form	Questions read by facilitators. Completed by parents assisted by facilitators if needed.
	Complete within two weeks of the last session. Send to the course administrator after course completion.	Class summary report	Completed by both facilitators together.

Getting support

Step 1

Consider whether you would benefit from more training

Assess your training needs and identify whether you need additional skills development.

If it is some time since you completed your core training, you may want refresher training before running the programme. This will help you to refamiliarise yourself with key programme concepts.

If you would like to become more confident in dealing with specific aspects of SFSC or would like to explore areas such as group working in more detail, you may want to consider our advanced skills courses.

See the back page for more information.

Step 2

Plan and manage co-facilitation

Facilitators must work together in planning the programme: you are the first level of support for one another. Your planning should include identifying individual strengths and weaknesses, scheduling preparation and debriefing time on a weekly basis, and allocating roles and responsibilities.

If you are worried about the co-facilitation process, call the SFSC team. You may also want to consider attending the advanced skills course on managing the cofacilitation process.

Remember that SFSC is a co-facilitation model. If your co-facilitator falls ill or has to drop out of the programme for any reason, you need to find a replacement. We can help you with this, although you will need to negotiate directly with any facilitator. Call the SFSC Team for more information.

Step 3

Access dedicated SFSC support

Get support and advice during the planning and delivery stages. You may have questions about venues, materials, speakers, funding – or a host of other issues – or you may require support for an aspect of programme delivery or of the curriculum.

See the end of this document for more information on how you can access support and advice.

Step 4

Identify support and supervision structure

Facilitators will need to put in place support structures in addition to those provided by the SFSC team.

Every facilitator should have access to line management supervision. In addition, you may wish to secure more specific supervision relating to delivering a group-based parent programme. Although not all local authorities are able to offer this, some offer in-house clinical supervision, often provided by CAMHS staff, and some may offer the option of securing supervision consultancy.

Step 5

Make the most of networks

As a facilitator for SFSC, you can take advantage of a range of networking opportunities. These include regional peer support group sessions, reduced conference rates and regular news and support through the SFSC newsletter and practice site www.strengtheningpractice.org.uk.

Contact

Support and advice available:

- through our website
- during programme visits from parent programme officers
- at peer support group meetings.
- at SFSC advanced training courses

Course materials to help with programme delivery available:

- through our website

Information on refresher and advanced skills training available

- through our website

Website:

www.strengtheningpractice.org.uk

Telephone:

020 7428 1880

Course administrator email:

sfscadmin@racefound.org.uk