



# The Practitioner's guide to Cumbria Early Help & Family Support Panels



**If you would like more information about Early Help or Early Help  
and Family Support Panels, it can be found on the CSCP Website:**

**[www.cumbriasafeguardingchildren.co.uk](http://www.cumbriasafeguardingchildren.co.uk)**

# Preparation for the Early Help & Family Support, (EHFS), Panel meeting:

In preparation for the meeting, you can speak to an Early Help Officer who will talk you through the meeting format and what your role will be within the meeting. They can answer any questions you may have.

Details of the Early Help Team can be found **HERE**

When you attend the meeting, the people that are present will introduce themselves and say which agency they represent. You will find a list of agencies who regularly attend across Cumbria on page 3.

You will have completed an Early Help and Family Support Panel referral form using the Signs of Wellbeing format and the members of the panel will have read this information before the meeting.

You will be asked to talk through the points below for about five minutes:

- What is working well?
- What you/the family are worried about?
- What needs to happen?

The members of the panel may ask you some questions to clarify their understanding of the family's circumstances and to help them offer you the best advice.

The members of the panel can make decisions on behalf of their agency in the meeting. They will bring with them any other information they have about the family that might help the conversation.

Outcomes from the discussion can include:

- Support guidance & information.
- Additional services to offer support.
- Change of coordinator to another agency.
- Change of coordinator to Targeted Youth Support Service.



# Making a referral to the Early Help and Family Support Panel:

## Before the Early Help and Family Support Panel:

Team Around the Family, (TAF), identify that progress is slow, has ceased, there are problems with identifying an Early Help Coordinator or a contact made to the Safeguarding HUB has an outcome recommending referral to Early Help and Family Support Panel.

The coordinator or TAF member completes the Early Help and Family Support meeting referral form, (including consent statement), with the family, adding as much information as possible.

Referral form can be found **HERE**

**Please note:** Where a referral to the EHFS panel has come from your single contact form to the Safeguarding HUB, you do not need to complete a panel referral as your single contact form will be forwarded to be included at the next EHFS Panel area meeting.

The Early Help Business Support Administrator, (Admin), receives the referral and allocates to an Early Help Officer to check all information is complete.

Admin will email the TEAMS meeting invite and the time to attend the panel meeting to the referrer. If further discussion is needed regarding the referral, an Early Help Officer will contact you to discuss any amendments needed to progress to panel.

5 working days before the panel date, the Admin will email out the agenda and referrals to the panel members.

## After the panel:

Once the key points and agreed actions are checked and confirmed, panel Admin will send you notes from the meeting. They will also send you a feedback form to complete to note your experience of attending the panel.

## Who attends?

Representatives from the following agencies attend the meetings, (some services are area specific)

Service	Area covered
0-19 Child & Family Support Service,	County wide, various providers
16/17 Homeless Officer	County wide service
5 to 19 Public Health Nurse Practitioner	County wide service
Business Administrative Support	County wide service
Child & Adolescent Mental Health Service, (CAMHS)/MYTime	County wide service
Carlisle Youth Zone	Carlisle area
CCC Access & Inclusion	County wide service
CCC Early Help Officer, (EHO)	County wide service
CCC Health & Well-being Officer, (HAWC)	County wide service
CCC Social Care Manager	County wide service
CCC Focus Family Community Navigators	County wide service
CCC Targeted Youth Support Manager, (TYS)	County wide service
Chair	Each area has its own chair
Cumbria Education Trust	Carlisle area)
Cumbria Family Support	Carlisle/Eden and Workington
Cumbria Safeguarding Children Partnership, (CSCP), Sponsor,	Each area has its own
Eden Housing Association	Eden
Family Group Conferencing	County wide service
GP Safeguarding Lead	One
Health Universal 0 to 5	County wide service
PAC Therapy	Carlisle area
Police	County wide service
Young Carers	County wide service
Youth Offending Service, (YOS),	County wide service