

Early Help and Family Support Panel Process

TAF identify that progress is slow or has ceased Consent is gained from the family including the YP or there are problems with Identifying an EH where appropriate, to discuss with the EH officer a Coordinator. referral to the EH and FS panel. Coordinator or the agreed TAF member completes Coordinator has a conversation with the locality the referral form with as much information as EHO and it is agreed to refer to panel. possible and sends in to the mailbox - indicating if they wish to attend to present as agreed with the EHO. 5 working days before panel the panel business support gathers all paperwork from the panel mailboxes, checks with the EHO and sends out Early Help business support check the mailbox agenda and associated paperwork. Business and sends to the district mailboxes. support sends out time slots to referrers to present their referral. At the panel families are discussed, notes are taken in agreed format and actions agreed. Following the multi agency discussion, should the panel think that the risk has escalated then the referrer will complete a single contact form for the Safeguarding Hub Panel Business Support sends the referral form and details of any panel discussion including a record of the conversation that has resulted in a decision for the referrer to complete a single contact form. This information needs to be emailed to either Cumberland - earlyhelp.panels@cumbria.gov.uk or Westmorland and Furness - earlyhelp.panels@westmorlandandfurness.gov.uk Any single contact form needs to be completed as per the correct process www.cumbriasafeguardingchildren.co.uk/professionals/concernsaboutachild.asp EH Business support follows the process to transfer to ICS, uploading the panel Referral and accompanying notes. In their absence another EHO will carry out this process. If there is any dispute about the outcome decision at panel the referrer or whoever is in dispute follows the escalation policy to resolve it.

Following the panel, business support completes the action, has them approved by the EHO/Chair and sends to panel members. Local agreement applies to what notes are sent with them. Any recording of discussion is kept centrally for future reference. Business support updates the shared tracker.