



Cumberland Early Help and Family Support Panels - Terms of Reference

1. Name of Group	Cumberland Early Help and Family Support Panels, (EHFSP's)
2. Area	Areas that were previously called Carlisle, Allerdale and Copeland.
3. Connectivity	This group reports to: Cumbria Safeguarding Children Partnership, (CSCP).
4. Agencies reporting to this group	Agencies providing an update on previous referrals/actions.
5. Chair	Allerdale Area - TBC Copeland Area - Samantha Starmer Carlisle Area - Diane Harrison
6.	Early Help Officer would assume Vice Chair role if Chair unavailable.
7. Members of Group	
Service	Area/s Covered
0-19 Child & Family Support Service,	Cumberland
16/17 Homeless Officer	Cumberland
5 to 19 Public Health Nurse Practitioner	Cumberland
Alternative Education Provision (PRU)	Cumberland
Business Administrative Support	Cumberland
Child & Adolescent Mental Health Service, (CAMHS)/MyTime	Cumberland
Carlisle Youth Zone	Carlisle area
Access & Inclusion	Cumberland
Early Help Officer, (EHO)	Cumberland
Health & Well-being Officer, (HAWC)	Cumberland
Social Care Manager	Cumberland
Focus Family Community Navigators	Cumberland
Targeted Youth Support Manager, (TYS)	Cumberland
Chair	Each area has its own chair

Cumbria Education Trust	Cumberland
Cumbria Family Support	Cumberland
Educational Psychologist	Cumberland
GP Safeguarding Lead or representative	Cumberland
Health Universal 0 to 5	Cumberland
PAC Therapy	Carlisle area
Police	Cumberland
Young Carers	Cumberland
Youth Offending Service, (YOS),	Cumberland

8. Role of the Chair:

- To welcome attendees and guide introductions, (including parents if attending).
- To guide discussion and follow due process.
- Report any concerns to the Cumbria Safeguarding Children Partnership via the Early Help sub-group.
- Ensure accuracy of meeting notes. (Notes could be requested by a member of the family).
- To attend county wide meetings of the EHFS panel chairs.

9. Role of the Early Help Officer (EHO):

- To offer consultation prior to the meeting as to suitability of the referral.
- To check referral information is clear, complete and that all consent is correct.
- To offer the referrer/presenter an overview/familiarisation of the meeting prior to the meeting.
- To liaise with the Chair and Business Support to confirm actions from the meeting.
- To assume Vice Chair role if Chair unavailable.

10. Role of Business Support:

- To collate referrals into an agenda, (once referrals have been checked by EHO).
- To send the agenda out to members of the panel.
- To attend the meeting and take notes, including actions. All notes will be specific and individualised to support better conversations with families following the Early Help & Family Support Panel.
- To collate notes and actions which clearly confirm the rationale behind the decisions and how this links to the individual's/family's strengths and outcomes.
- Send out notes to members of the panel.
- To follow up any internal referrals via the EHM system.

11. Role of Group Members:

- It is the responsibility of group members to represent their organisation or association or body.
- It is the responsibility of the panel members to provide support to families within the Early Help Assessment framework.
- Have sufficient authority to inform, influence and champion the priorities of the CSCP.

<ul style="list-style-type: none"> To ensure regular attendance at meetings and advise if unable to attend or send an equivalent representative. 	
10. Aims of the Group:	
<ul style="list-style-type: none"> To develop the right help at the right time to ensure timely interventions following a quality assessment or a MASH assessment by the Safeguarding HUB where the outcome is recommended as initiate Early Help. Provide targeted Early Help services to address the assessed needs of a child and their family which focuses on activity to improve the outcomes for the child. To provide support that will improve a family's resilience and outcomes or reduce the chance of a problem getting worse. To provide support to Early help Coordinators and the Team Around the Family to manage risk. 	
11. Functions of the Group:	
<ul style="list-style-type: none"> To receive referrals for multi-agency support at an Early Help level where the Early Help Assessment (EHA) or Team Around the Family (TAF) cannot be established or needs further guidance. To receive referrals from the Safeguarding HUB where the threshold for statutory assessment has not been met/or the Early Help Assessment needs strengthening, (including the identification of a person/agency to initiate a new Early Help Assessment). To identify an appropriate organisation to coordinate the Team around the Family, (TAF), if this has not otherwise been possible or is disputed. To allocate additional services to support a family and to strengthen the response to the identified worries. Identify/change of Coordinator to another agency. 	
12. Quorum:	Must be in attendance: <ul style="list-style-type: none"> Social Work Manager. Additionally, three partner agencies.
13. Review date of TOR	12 months from the date in the footer.
14. Frequency of Meetings	The frequency of panel meetings will be as agreed and publicised in each area - fortnightly or monthly with neighbouring panels receiving referrals if necessary.