



## **Westmorland and Furness Early Help and Family Support Panels - Terms of Reference**

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

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

#### **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"> <li>To ensure regular attendance at meetings and advise if unable to attend or send an equivalent representative.</li> </ul>	
<b>10. Aims of the Group:</b>	
<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>To provide support that will improve a family's resilience and outcomes or reduce the chance of a problem getting worse.</li> <li>To provide support to Early help Coordinators and the Team Around the Family to manage risk.</li> </ul>	
<b>11. Functions of the Group:</b>	
<ul style="list-style-type: none"> <li>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.</li> <li>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).</li> <li>To identify an appropriate organisation to coordinate the Team around the Family, (TAF), if this has not otherwise been possible or is disputed.</li> <li>To allocate additional services to support a family and to strengthen the response to the identified worries.</li> <li>Identify/change of Coordinator to another agency.</li> </ul>	
<b>12. Quorum:</b>	<b>Must be in attendance:</b> <ul style="list-style-type: none"> <li>Social Work Manager.</li> <li>Additionally, three partner agencies.</li> </ul>
<b>13. Review date of TOR</b>	12 months from the date in the footer.
<b>14. Frequency of Meetings</b>	The frequency of panel meetings will be as agreed and publicised in each area - fortnightly or monthly with neighbouring panels receiving referrals if necessary.