

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 the referral form with as much information as Coordinator has a conversation with the locality possible and sends in to the mailbox - indicating EHO and it is agreed to refer to panel. 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 mail-Early Help business support check the mailbox boxes, checks with the EHO and sends out agenda and sends to the district mailboxes. and associated paperwork. Business 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. IF SOCIAL CARE MANAGER PRESENT IF SOCIAL CARE MANAGER NOT PRESENT If decision is made following discussion to send the If there is no SC manager present the EHO or chair referral to the district for a Child and Family will discuss with them immediately following the Assessment, the attending SC manager takes any meeting. If they confirm that threshold is met to go notes and details they have relating to the case, to district the EHO will confirm with Business back to the relevant team for allocation. Referrer support to proceed. Referrer to inform family. to inform family. Panel Business Support sends the referral form and details of any panel discussion including a record of the conversation that resulted in the decision to Step Up, to the early.help@cumbria.gov.uk mailbox. 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.