

CYPSSS Early Help Panels - Guidance

Process

1. EHaSH

If following initial screening it is felt the presenting worries can be responded to by CYPSSS early help services, EHaSH will seek consent (from the family) to forward the information on to the appropriate CYPSSS Early Help Panel (North, East, West). EHaSH will record the rationale for their decision making and workflow the contact to the appropriate CYPSSS Early Help Panel CCM task list (leaving the contact outcome and date fields blank).

In addition to the above, EHaSH will also notify the referrer of the decision to forward the contact to the appropriate CYPSSS Early Help Panel.

NB the introduction of the CYPSSS Early Help Panels does not change the process in relation to immediate safeguarding / child protection, queries on open cases, MISPERs or Early Help Assessments.

2. Pre – CYPSSS Early Help Panel

If when reviewing the CCM task list / preparing for the Early Help Panel meeting and (in the case of YFS all additional information gathering has been completed by the duty worker) the covering CYPSSS early help manager feels their service (alone) can respond to the presenting worries, they will record their rationale for their decision making (including updating the contact outcome and date fields), workflow to the appropriate Children's Centre, YFS / PET CCM task list and complete the task (thereby removing it from the Early Help Panel task list). An example of where a single service response might be appropriate is when the family only has one child.

NB it is recommended that the covering CYPSSS early help managers review their area based CYPSSS Early Help Panel task list every other day.

CCM

Once a decision has been made by the Early Help Panel the outcome of the contact will be recorded using one of the following:

CCM outcome	Examples of when to use
1. CHILD – Information / advice only.	<ul style="list-style-type: none">• The decision has been made to not allocate the case / undertake any direct work.• Information provided, recommended self help / signpost elsewhere.
2. Progress to Children’s Centre Case Work.	<ul style="list-style-type: none">• The decision has been made to allocate the case to a Children’s Centre worker to follow up or undertake some direct work.
3. Progress to YFS Case Work.	<ul style="list-style-type: none">• The decision has been made to allocate the case to a YFS or PET worker to follow up or undertake some direct work.
4. Progress to Case Work.	<ul style="list-style-type: none">• The decision has been made to allocate the case to a YFS or PET worker and Children’s Centre worker to follow up / undertake a joint piece of direct work.

In addition to recording the contact outcome and date, a brief explanation of the reason for the decision will be recorded in the contact outcome summary box. This will include the date the decision was made and the names of the people making the decision.

Any contacts with an outcome of 2, 3 or 4 (above) will then be workflowed (by the CYPSSS Early Help Panel) to the appropriate Children’s Centre or YFS / PET task list for the receiving manager to add their comments (to the outcome summary) and worker details to the involvements tab on CCM. Any subsequent case work will then be recorded by the allocated worker on their respective IT database.

NB managers attending the CYPSSS Early Help Panels will need to ensure they can access CCM, e-start, IYS / TYS at the meeting.

Core membership

Representation at operational team manager level. For potential stubborn / problematic cases, it might be appropriate for the referrer to attend (to discuss their own particular case).

- 1 x Children's Centre representative with delegated decision making responsibility.
- 1 x Youth & Family Support or PET representative (with delegated decision making responsibility).

Other teams / services may be co-opted to attend as appropriate.

Cases where decisions / agreement cannot be reached will be escalated to the respective area managers to resolve. Area / cross service managers will also periodically attend meetings.

Timescales

- EHASH will make a decision and workflow within 24 hours of the enquiry being received.
- The covering CYPSSS early help managers will review their area based CYPSSS Early Help Panel task lists every other day.
- The CYPSSS Early Help Panel meeting will take place within 1 (calendar) week of the contact being workflowed (refer to the calendar below for the initial trial period).
- The family and referrer will be notified (in writing) of the decision by the CYPSSS Early Help Panel within 3 working days of the meeting taking place (example letter attached) .
- For outcomes 2, 3 and 4 the family will be contacted by the appropriate team within 5 days of the letter being received from the Early Help Panel.

Review

- Operational managers will check progress week commencing 6th November 2017.
- The arrangements will be formally reviewed after being operational for 3 months and discussed at the January 2018 CYPSSS cross service managers meeting.

Meeting dates for initial trial period:

AREA NORTH CYPSSS EARLY HELP PANEL		
Date	Children's Centre & YFS Manager	Observer
Tuesday 17 th October 2017 9am, YFS Managers Office Bridlington	Anne Wright & Megan Price	Jonathan Connell & Vic Hanley
Tuesday 24 th October 2017 9am, YFS Managers Office Bridlington	Lesley Johnston & Tracy Kelly	Sarah Lowson
Tuesday 31 st October 2017 (Half Term) - 9am, YFS Managers Office Bridlington	Ann Colling & Megan Price	
Tuesday 7 th November 2017 9am, YFS Managers Office Skirlaugh	Anne Wright & Tracy Kelly	
AREA EAST CYPSSS EARLY HELP PANEL		
Date	Children's Centre & YFS Manager	Observer
Wednesday 18 th October 2017 9am, YFS Managers Office Skirlaugh	Jo Brady & Sarah Oshin	Michelle Rowley
Wednesday 25 th October 2017 9am, YFS Managers Office Skirlaugh	Lucy Jackson & Paul Burke	
Wednesday 1 st November 2017 (Half Term) - 2pm, YFS Managers Office Skirlaugh	Laura Snow & Sarah Oshin	Annette Wray
Wednesday 8 th November 2017 9am, YFS Managers Office Skirlaugh	Lucy Jackson & Jamie Lewis	Sue Brown
AREA WEST CYPSSS EARLY HELP PANEL		
Date	Children's Centre & YFS Manager	Observer
Thursday 19 th October 2017 12:30pm, Anlaby Children's Centre	Rich Birks & Paul Green	Jonathan Connell & Michelle Rowley
Thursday 26 th October 2017 9am, YFS Managers Office Goole	Vicky Leeman-Smith & Rachel Schleicher	Jonathan Connell & Kevin Allen
Thursday 2 nd November 2017 (Half Term) - 12:30pm, Anlaby Children's Centre	Julie Tarrant & Paul Green	
Thursday 9 th November 2017 9am, YFS Managers Office Goole	Vicky Leeman-Smith & Paul Green	Nicola Lynn

Example letter (outcome 2 – progress to Children’s Centre)



Your Ref:

Our Ref: Early Help Panel (add area)

Enquiries to:

E-Mail:

Tel. Direct: (01482) 39****

Date:

Dear

RE: CHILDREN AND YOUNG PEOPLE’S SUPPORT AND SAFEGUARDING SERVICES (CYPSSS) EARLY HELP PANEL - CHILDS NAME / DOB

Having considered the information shared with the CYPSSS Early Help Panel the decision has been made to request support from the *** Children’s Centre.

If you do not hear from the *** Children’s Centre within five days of receiving this letter, then please contact them direct on ***.

If you would like to discuss the decision made by the CYPSSS Early Help Panel then please do not hesitate to contact me on ***.

Yours sincerely



Caroline Lacey
Chief Executive