

Early Support Partnership – Referral Process Guide

Purpose

To provide effective and coordinated support to children, young people, and their families at the earliest opportunity to ensure children and young people achieve positive outcomes in their lives.

To consider requests for early support and agree relevant support and intervention for the child, young person and their family through multi-agency discussion and decision making.

Aims

- To share agency knowledge and information to identify the appropriate service provision to meet the need(s) of the child, young person and / or parents
- To maximise access to available resources across the Early Support System
- To ensure a timely response to requests for support, identify and allocate the most appropriate service to lead the coordinated Early Support package of support

Early Support Assessments

The Early Support Partnership have developed an assessment tool to assist any professional who is working with children, young people, and families. If unmet needs are identified for a child which do not require intervention by social workers, completing an Early Support Assessment will help you and the family understand what support is needed, what you can offer and what other services may be needed to help and support the family. It should be used where there are emerging welfare or well-being concerns and will help to develop a shared understanding of what support will help the family address the concerns and build resilience.

Referrals

We strongly encourage any professional considering a referral to have a conversation with a panel representative within their organisation, an Early Support Consultant or Early Support Team Leader.

If you are working with a child, young person or family and you are unable to meet their needs as a single agency and additional support is required, the referral and assessment form must be used. The assessment must be undertaken with the family and not in isolation. The information provided in the assessment will enable the multi-agency (ESMAP) panel to assess and allocate the most appropriate partner to support the family.

Referrals can only be made with the knowledge and consent of the child, young person, and parent/carer.

The referral and assessment form can be accessed here: [Early Support - The Kirklees Early Support Partnership - KSCP \(kirkleessafeguardingchildren.co.uk\)](https://www.kirkleessafeguardingchildren.co.uk/early-support).

It remains the referrers' responsibility to ensure referrals are made in accordance with Kirklees Safeguarding Children Partnership guidelines and where safeguarding concerns are identified

contact **MUST** be made to Children's Social Care via the Front Door. For more information go to: <https://www.kirkleessafeguardingchildren.co.uk/safeguarding-2/keeping-children-safe/>

Early Support Team Managers review all referrals received and when it is clear a single agency response is appropriate; a direct allocation will be made to the relevant team without progressing to a discussion at the ESMAP meeting. Decisions made at this stage can be challenged by contacting the relevant area Early Support Team Manager.

Early Support Multi Agency Panel (ESMAP)

The ESMAP meeting takes place every Wednesday, 9:00am until 11:00am, rotating between North Kirklees (**Batley & Spensborough** and **Dewsbury & Mirfield**) and South Kirklees (**Huddersfield Central** and **Rural**) referrals.

The deadline for referrals is Wednesday 12 noon one week before the relevant ESMAP meeting to be added to the agenda.

The ESMAP meetings are chaired by an Early Support Manager.

All panel members are expected to agree to the ESMAP information sharing protocol available here: [Early Support - The Kirklees Early Support Partnership - KSCP \(kirkleessafeguardingchildren.co.uk\)](https://www.kirkleessafeguardingchildren.co.uk/early-support-the-kirklees-early-support-partnership-kscp/).

Referrers/their agency representative may be invited to attend the ESMAP to present their referral for the following reasons:

- Referral/assessment requires more information
- Family requires a response from several agencies within the partnership

Following discussion, a lead agency will be identified to co-ordinate the multi-agency support package, and this will be recorded and shared with panel members via minutes of the meeting.

Please email earlysupportmultiagencypanel@kirklees.gov.uk for referral queries, or for copies of the information sharing protocol.

Early Support Multi Agency Panel Membership

The panel includes a wide range of partners delivering Early Support to families/individual family members. Panel membership include representatives from the Early Support Service, Thriving Kirklees, Children's Social Care, Police, Education, Careers, Homes and Neighbourhoods (previously KNH), substance misuse services, voluntary sector organisations, Youth Engagement Service (not an exhaustive list).

We encourage professionals to observe a panel meeting to help understand how the referral and panel process works, please email earlysupportmultiagencypanel@kirklees.gov.uk for details.