

## April 2016 – Early Help Key Messages

There have been a number of exciting changes over the last year which has led to the formal creation of the Front Door Safeguarding Hub (FDSH). This has continued to build on the working relationships with partners whilst striving to meet the best outcomes for children and families.

- If you have a New Concern regarding a child and want to speak to a Social Worker or an Early Help Practitioner continue to ring Duty & Advice on 0113 37 60336.
  - Option 1 – Register an Early Help Plan
  - Option 2 – Returning a call from a social worker at the front door.
  - Option 3 – New concerns for a child

### **When selecting an option:**

#### **Option 1**

- You will be transferred to a Families First administrator. The registrations are being administered by Families First (FF) and from the 1/04/16 please send emails to [families.first@leeds.gov.uk](mailto:families.first@leeds.gov.uk)
- The crib sheet is the aide memoir of information required at registration; it has been updated with the identified needs for reporting purposes. These have replaced the Needs Codes, from the 1/04/16 you are no longer required to use the Need Codes
- Written Consent continues to be the responsibility of the Lead Practitioner/Professional's (LP) and must be stored by LP along with all documentation from Early Help meetings. Store records in line with your agency retention policy, from the 1/04/16 you are NOT required to send into the central FF team.
- The LP name, role and contact details will be visible on Children's Services database, Framework1 (FWi). This is key information so we can share new info in a timely and appropriate fashion in lines with the best practice for example:
  - The FDSH hold a daily risk management meeting that explores all domestic abuse (DA) that are high and medium with crime that have been reported to the Police within the last 24 hours.
  - There is also a daily discussion with a Police Officer and Social Worker (SW) which consider all the other DA occurrences.
  - From the Leeds MindMate Single Point of Access (SPA), emotional well-being and mental health referral.

*Whilst we continue to strive for a fluid streamlined approach to sharing information you may still receive this information from more than one source.*

- To maintain confidentiality across networks, communication by email will need to use Child INITIAL and DOB. If available, person ID (FWi) on the eldest child in the family.

- A transfer of LP must be updated on the database to ensure the correct person receives any significant information. If you do not have access to the database send LP details by email to Families First and copy in the new LP to notify them the change has occurred.
- Leeds continues to work on a single assessment that will be available in the near future. The current suite of Early Help documents will be available on the LSCB website. Assessments should promote a Think Family Work Family ethos.
- Always ring 0113 37 60336 and choose option 1 to notify the central team when the plan closes, LP details remain visible on the database until closure is verified. Alternatively, email [families.first@leeds.gov.uk](mailto:families.first@leeds.gov.uk) with the closing statement and evaluation ratings.
- Early Help is also a criterion for Families First. If you think the family have another criteria (see below), please talk to the TSL or the central FF team on 0113 39 52613

Families First Criteria:

- Parents and/or children involved in crime or anti-social behaviour
- Children who have not been attending school regularly
- Adults out of work or at risk of financial exclusion and young people at risk of becoming NEET
- Families affected by domestic violence and abuse
- Children who need help
- Parents and children with a range of health problems

## Option 2

- You will be transferred to a person who can put you in touch with the relevant social worker.

## Option 3

- You will be transferred to a social worker initially to establish risk elements. If accepted as a referral, your concern will be passed to an area team for a child and family assessment. Alternatively you may be passed onto an Early Help Practitioner for help and advice.
- Early Help practitioners at the FDSH primarily do not case hold, they look to seek a resolution of appropriate support as quickly as possible with services from within the cluster where the family reside. They will often seek to identify an Early Help lead that is best placed to support the family.

## Training

Leeds want well trained staff; safeguarding and working together is everyone's responsibility. The Early Help training (formally CAF) has been amalgamated with LSCB Working Together; it will be delivered in two half day sessions (Part 1 & Part 2). To book on training go to the LSCB website <http://www.leedslscb.org.uk>