



Terms of Reference - Early Help Project Sub Group [EHPSG]

1. Introduction

The Early Help Project is a significant change programme which aims to improve outcomes for children and young people through ensuring they get the right help, at the right time, from the right services. It will support partner services and departments to take a shared responsibility when needed, in making sure children and young people achieve the best possible outcomes.

This would be achieved by ;

- Understanding families can be supported to solve their own problems and situations. They need to be welcomed, listened to and not judged.
- Helping families resolve issues when they get in touch, if the help of other services is needed we will support the family in this and not allow them to slip through the gaps between services, we will draw other services into the “team around the family”
- Ensuring there is one main point of contact – a named practitioner that the family agree to. This is the “lead professional” or “key worker”. Their role is to ensure needs are assessed and support is in place as quickly as possible.
- Assessment of the family’s situation will take into account the range of factors that may be impacting on the situation. Any further or specialist assessments will build on information already provided by the family rather than asking the family to repeat themselves
- Ensuring that families will be able to go to their school, GP or health visitor [for example] and receive the right level of information, support and advice to get the help they need as quickly as possible
- Ensuring that services are practical and make a difference, evaluating impact being central to all interventions.

- Ensuring families remain at the centre of all initiatives and that they will be involved in drawing up plans and goals that all can sign up to.

Please note if at any point there is concern that a child or young person may be/or is at risk of significant harm then an enquiry must be made to the Multi Agency Safeguarding Hub.

2. Purpose of the EHPSG

The role of the EHPSG is to ensure the project deliverables are achieved within timescales as required by the Board's Business Plan, this includes:

- An agreed early help assessment, plan and review process and forms
- Training for the workforce as part of an agreed implementation plan
- Communication, consultation and information strategy
- Performance evaluation and quality assurance
- Clear shared approach to information sharing
- Exploration of information technology to support the process

3. Value Base

The EHPSG members will ensure that all work reflects a consistent value base in regard to the principles of:

- Safeguarding and promoting the welfare of children and young people is **everyone's responsibility**: for services to be effective each professional and organisation should play their full part (Working Together 2013) **and**
- a **child-centred approach**: for services to be effective they should be based on a clear understanding of the needs and views of children. (Working Together 2013)
- **anti discriminatory and anti oppressive practice** demonstrated through mutual respect and sensitivity to the diversity of children and adults circumstances and backgrounds in respect to age, gender, physical or mental ability, culture, religion, language, sexual orientation or socio-economic status
- **confidentiality, data protection and information sharing** - the EHPSG will work within the agreed SCPB Information Sharing Protocol

a. *'Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children'* (Working together 2013)

4. Membership

4.1 The EHPSG will be chaired by a full member of the Safeguarding Partnership Board, a Vice Chair, plus members from agencies/ services which may include:

- Family Nursing and Home Care
- Education Department
- Children's Services
- Adult mental health services
- Domestic Abuse Services
- Housing
- Head teachers
- Parenting services

Representatives will be drawn from a broad range of services and do not have to be members of the Safeguarding Partnership Board.

4.2 The EHPSG may co-opt, as appropriate, additional members on a temporary basis in order to access specialist skills and knowledge which will assist the work of the group. Members of the EHPSG may name substitutes, who will have the same responsibilities as the sub group member for whom they are substituting.

4.3 Member responsibility

- The EHPSG members will keep up to date with the ongoing project work and any related issues that may be emerging in their service/department
- The EHPSG members will develop and contribute to the development of the project detail.
- The EHPSG members will exercise their responsibility to be a conduit of information between the Board and services/departments, demonstrating their leadership role

5. Decision Making and Accountability

5.1 To be quorate, attendance must include as a minimum:

- the Chair or Vice Chair
- and at least four other members or their substitutes from four different services/agencies

5.2 The EHPSG will conduct business on a consensual basis.

5.3 Members of the EHPSG are accountable to each other and the Board for completion of actions as required for the delivery of the Early Help Project Sub Group.

5.4 The EHPSG members will be supported in the delivery of their accountabilities by additional consultancy capacity.

6. Administration

The EHPSG Chair will ensure, with the support of the SPB , that:

- the EHPSG meets at monthly on dates to be agreed in advance for the first six months or at such other intervals as may be agreed by members
- the agenda is circulated prior to the meetings and minutes are taken, circulated to members with copies being retained and stored by the chair
- minutes are agreed as a permanent record at the following meeting