

# Early Help

## **Early Help Panel Guidance**



# Key Information

## **WHEN?**

*You only need to attend for your 15m presentation slot.*

- Every Tuesday, 2.30 – 4pm
- Deadline for referrals to be received: Friday at 12pm.

## **WHERE?**

*The room changes each week, but details will be confirmed in your confirmation calendar invite.*

- 5PS / Crowndale

## **WHO?**

*The Early Help Panel is made up of Managers from the following services.*

- Integrated Early Years Service (IEYS)
- First Stop Early Help (FSEH)
- Families in Focus (FiF)
- Integrated Youth Support Service (IYSS)
- Educational Psychology
- Education Welfare

# Referring to the Early Help Panel

1. Discuss with your Senior/Manager – is this an appropriate step down/request for targeted support?
2. Seek consent from the family.
3. Email Chloe McKay ([chloe.mckay@camden.gov.uk](mailto:chloe.mckay@camden.gov.uk)).
  - *Name of Child/ren & MOSAIC ID*
  - *Date of Birth/age*
  - *School(s) attended*
  - *Brief outline of what support you are requesting for the family.*
  - *Attach the most recent assessment/relevant documents.*
4. Upon receipt of the above information your family will be added to the agenda for the coming week and a confirmation calendar invite will be sent detailing the venue and your 15m presentation slot.

# Updating MOSAIC

Within 24hrs of attending, you will receive an outcome email detailing the panel discussions and any recommendations. We recommend that this email is added to MOSAIC as a case note.

You will then need to complete a STEP DOWN or REQUEST FOR TARGETED SUPPORT episode and pass to the agreed team. *Please do not send MOSAIC episodes before presenting at EH Panel.*

If your referral was allocated to	Send episode to MOSAIC inbox	
First Stop Early Help	Duty Manager First Stop Early Help	<ul style="list-style-type: none"><li>• Add to assignment note: As agreed in EH Panel on 00/00/19.</li></ul>
Family Service (FIF)	Duty Manager Families in Focus	<ul style="list-style-type: none"><li>• Add to assignment note: As agreed in EH Panel on 00/00/19.</li><li>• Search PASS TO WORKER field</li></ul>
Transformation Team	Duty Manager Transformation Team	<ul style="list-style-type: none"><li>• Add to assignment note: As agreed in EH Panel on 00/00/19.</li></ul>
Youth Early Help (IYSS)	DUTY MANAGER EARLY HELP YOUTH	<ul style="list-style-type: none"><li>• Add to assignment note: As agreed in EH Panel on 00/00/19.</li></ul>
Children's Centres (IEYS)	IEYS (Eu/Kp/Kte/Ktw) DUTY MANAGER	<ul style="list-style-type: none"><li>• Choose CC closest to home address</li><li>• Add to assignment note: As agreed in EH Panel on 00/00/19.</li></ul>