



Westmorland and Furness
Safeguarding Children
Partnership



Westmorland and Furness Family Help and Support Panels- Terms of Reference

1. Name of Group

Westmorland and Furness Family Help and Support Panel's

2. Area

All Westmorland and Furness areas across Eden, South Lakeland and Furness.

3. Connectivity

This group reports to: Westmorland and Furness Safeguarding Children's Partnership

4. Agencies reporting to this group

Agencies providing an update on previous referrals/actions.

5. Chair

- Eden and South Lakes - Sam Taylor Team Manager PSO
- Furness - Laura Bush - Team Manager TFH

6. Vice Chair

Early Help Officer would assume Vice Chair role if Chair unavailable.

7. Members of Group

Service	Area/s Covered
16/17 Homeless Officer	Westmorland and Furness
5 to 19 Public Health Nurse Practitioner	Westmorland and Furness
Alternative Education Provision (PRU)	Westmorland and Furness
Business Administrative Support	Westmorland and Furness
Brathay Trust	Westmorland and Furness
Child & Adolescent Mental Health Service, (CAMHS)/MyTime	Westmorland and Furness
Access & Inclusion	Westmorland and Furness
Partnership Support Officer (PSO)	Westmorland and Furness
Health & Well-being Officer, (HAWC)	Westmorland and Furness

Service	Area/s Covered
Targeted Family Help Manager/worker	Westmorland and Furness
Chair	Each area has its own chair
Cumbria Education Trust	Westmorland and Furness
Cumbria Family Support	Westmorland and Furness
Educational Psychologist	Westmorland and Furness
GP Safeguarding Lead or representative	Westmorland and Furness
Health Universal 0 to 5	Westmorland and Furness
Police	Westmorland and Furness
Young Carers	Westmorland and Furness
Youth Offending Service, (YOS)	Westmorland and Furness
Youth Justice Service (YJS)	Westmorland and Furness

8. Role of the Chair

- To welcome attendees and guide introductions, (including parents if attending).
- To guide discussion and follow due process.
- Report any concerns to the Westmorland and Furness Safeguarding Children's Partnership via the Family Help sub-group.
- Ensure accuracy of meeting notes. (Notes could be requested by a member of the family).

9. Role of the Partnership Support Officer (PSO)

- To offer consultation prior to the meeting as to suitability of the referral.
- To check referral information is clear, complete and that all consent is correct.
- To offer the referrer/presenter an overview/familiarisation of the meeting prior to the meeting.
- To liaise with the Chair and Business Support to confirm actions from the meeting.
- To assume Vice Chair role if Chair unavailable.

10. Role of Business Support

- To collate referrals into an agenda, (once referrals have been checked by Family Help Team Managers.)
- To send the agenda out to members of the panel.
- To attend the meeting and take notes, including actions. All notes will be specific and individualised to support better conversations with families following the Family Help and Support Panel.
- To collate notes and actions which clearly confirm the rationale behind the decisions and how this links to the individual's/family's strengths and outcomes.
- Send out notes to members of the panel.
- To follow up any internal referrals via the EHM system.

11. Role of Group Members

- It is the responsibility of group members to represent their organisation or association or body.
- It is the responsibility of the panel members to provide support to families within the Family Help Assessment framework.
- Have sufficient authority to inform, influence and champion the priorities of the WFSCP.
- To ensure regular attendance at meetings and advise if unable to attend or send an equivalent representative.

12. Aims of the Group

- To develop the right help at the right time to ensure timely interventions following a quality assessment or a MACH assessment by the Multi Agency Children's Hub where the outcome is recommended as initiate Family Help.
- Provide Targeted Family Help services to address the assessed needs of a child and their family which focuses on activity to improve the outcomes for the child.
- To provide support that will improve a family's resilience and outcomes or reduce the chance of a problem getting worse.
- To provide support to Family Help Coordinators and the Your Family Review members to manage risk.

13. Functions of the Group

- To receive referrals for multi-agency support at a Family Help level where the Family Help Assessment (FHA) or (YFA) or Your Family Review (YFR) cannot be established or needs further guidance.
- To receive referrals from the Multi-Agency Children's Hub (MACH) where the threshold for statutory assessment has not been met/or the Family Help Assessment needs strengthening, (including the identification of a person/agency to initiate a new Your Family Help Assessment).
- To identify an appropriate organisation to lead the Your Family Review (YFR), if this has not otherwise been possible or is disputed.
- To allocate additional services to support a family and to strengthen the response to the identified worries.
- Identify/change of lead professional to another agency.

14. Quorum

Must be in attendance:

- FHSP Chair
- Police, Education
- Targeted Family Help Worker and Early Help Officer
- Additionally, three partner agencies.

15. Review date of TOR

12 months from the date in the footer.

16. Frequency of Meetings

The frequency of panel meetings will be as agreed and publicised in each area - fortnightly or monthly with neighbouring panels receiving referrals if necessary.