

Torbay Early Help Referral Process June 2021

I have concerns around a child and/or their family

(Please provide as much information as you can)

If you are unsure whether to make a referral for multi agency support, have a conversation with the duty Early Help ATM (Assistant Team Manager) in the MASH OR the Community Engagement Officer who will advise you on next steps.

Is multi-agency support needed?

No

The referring partner will support the child/family and signpost to Community Services

Yes

Complete an Early Help assessment and send this to the MASH as a referral

If a Lead Agency is already working with the family, Early Help planning and TAF work will progress.

If help to identify a Lead Agency and support is needed, referrals are presented to the Early Help panel for consultation.

Once a Lead Agency is identified, Early Help planning and TAF work will progress.

Timescales

- Early Help Assessment – completion within 20 working days
- Initial TAF – held within 10 working days following plan completion

Where Multi-agency consultation is required to determine the Early Help Plan

- Early Help Assessment to be presented at Early Help Panel within 10 working days
- Early Help Plan – plan determined within 10 working days
- Initial TAF – held within 10 working days following plan completion

Early Help Plan Completion

- Aim for completion of Early Help plan and step-down to universal support within 12-16 weeks
- Routine review held every 30 days
- Critical review held and chaired by Duty Manager at 6 months

