



GOSH in HARINGEYCHILDREN, YOUNG PEOPLE
& FAMILIES COMMUNITY HEALTH SERVICE

Early Support Referral and Planning Meeting **Terms of reference**

Principle

Early Support is a national programme designed to bring services together to offer better co-ordinated, high quality care to families of babies/children with disabilities. This meeting aims to improve early information sharing and planning across services and identify children needing a trans agency support with a single named keyworker.

Purpose

The members of the Early Support Manager's referral meeting are responsible for:

1. Discussing any new children that have been referred and deciding whether they meet the eligibility criteria for the Early Support Programme. They will, if appropriate, decide on those practitioners who should be part of the Team around the Child. Referrals to other practitioners can be made from the meeting. The eligibility criteria are attached at the end of the terms of reference.
2. Ensuring that early identification of any safeguarding issues and safeguarding procedures are adhered to at all times.
3. The allocation of children to the Early Support subsidised places in Children's Centres. As part of this process a decision will be made as to when the assessment for a statement of special educational need should start and a referral made to the educational psychology team. The eligibility criteria are attached at the end of the terms of reference
4. Using the information collected via the Early Support Programme to monitor and plan services such as school admissions and sharing this information with interested parties such as schools and Children's centres.
5. That their teams/services understand Early Support and identify children needing referral to this meeting.

Membership

The Early Support Managers referral meeting is made up of the managers of the practitioners whose work is part of the Early Support project. The membership at present is:

- Service Manager for Specialist Child Health and School Nursing, GOSH in Haringey (co chair)
- Service Manager for Children with Additional Needs and Disabilities, Children and Young Peoples services (co Chair)
- Manager Speech and Language Therapy: Early Years, GOSH in Haringey
- Manager Early Years Inclusion team
- Team Manager HINTS Team
- Educational Psychologist, Early Years
- Continuing Care Nurse
- Member of Special Educational Needs Team
- Early Support project lead
- Administrator Early Support

Meetings

The Early Support Managers referral meeting meets once a fortnight on a Monday. Any new children discussed at the Early Support Manager's referral meeting will be referred to the Early Support Practitioners meeting for discussion and allocation of a key worker if appropriate. This meeting meets fortnightly on alternate Mondays to the Early Support Managers referral meeting.

Referrals

- Referrals can be made by any practitioner as long as they have the parent's consent to the referral.
- The referrals for the Early Support places are made on a CAF form.
- Referrals should be sent to:
Rob Hughes, administrator via email robert.hughes@haringey.gov.uk or post (48 Station Road.) He logs them and brings them to the meeting. Alternatively they can be brought by Panel members and given to Rob at the meeting.
- Referrals to other practitioners or teams can be made from the meeting. This is to ensure that services are offered in a planned and timely manner.
- In those cases where a referral is made for a statutory assessment Appendix B will be sent to the parents by the representative from the Special Educational Needs Team so that the parents/carers can give their consent. A copy of this will be sent to the Administrator of the CAF Panel for their records.



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Haringey Early Support Together from the Start

Eligibility Criteria for Haringey Early Support Project

1. The child lives in the Borough of Haringey.
2. The child is:
 - under 5 and has complex health needs or a disability
 - over 5 and is new to the borough and has complex health needs or a disability
 - Over 5 and has developed a disability following an accident or illness.
3. The child has one of the following:
 - Neurodisability (i.e.: cerebral palsy, chromosomal and genetic conditions and syndromes)
 - Neurodevelopment disorders (i.e. ASD)
 - Severe physical and/or learning difficulties/developmental delay
 - Profound and multiple disabilities
 - Severe sensory impairment (blind or deaf)
 - A degenerative illness or complex and severe health problems that are life limiting
4. The child is receiving or has been referred for multi-agency input from 4 or more disciplines as outlined in the table below.

Intervention is required by at least 3 of the health professionals listed and by at least one from the Children and Young People's service and /or the Voluntary sector

| <u>Health</u> | <u>Other</u> |
|------------------------------------|--|
| Physiotherapy | HINTS worker |
| Speech and Language CDC | Social Worker Disabled Children's Team |
| Speech and Language Early Years | Visually Impaired Service |
| Occupational Therapist | Hearing Impaired Service |
| Dietician | Children's Centre or Special school |
| Children's Community Nursing Team | Early Years inclusion team |
| Clinical Psychologist | Family Support workers |
| Consultant Community Paediatrician | ASD Team |
| Hospital Consultant | Educational psychologist |
| Specialist Health Visitor | Markfield |
| Life Force | Other voluntary groups |

Families can refer themselves or be referred by any professional involved with the child/family with their prior knowledge and consent.

Criteria for Early Support Places in Children's Centres

Places are agreed at the Early Support Manager's Referral meeting.

Children are eligible for funded early intervention places if they aged 18 months – 3 years and have special/additional needs for one of the following reasons:

- Significant chronic health difficulties (i.e. cardiac, tracheotomy, degenerative disease) that are limiting developmental experiences.
- Severe physical disability or severe sensory impairment.
- Severe or profound development delay.
- Moderate general developmental delay where child has additional health, behaviour or emotional difficulties that preclude local playgroup/nursery experience.
- Social communication difficulties or ASD in the moderate – severe range (i.e. non-verbal or emerging verbal with limited social interactions) – see separate checklist for placement at Woodside Gold Room

All placements are part time only unless the Early Support Manager's referral meeting agree to a full time place for one of the following reasons (in conjunction with above criteria):

- 3 year old child who is a new arrival to Haringey with limited or no previous educational experience and where there is no full-time place available within their local school or local community.
- Health of carers is limiting child's play and developmental opportunities.

If there is a high demand for places priority will be given to children where there are safeguarding concerns in addition to the above.

All children must live in the London Borough of Haringey

Process for Early Support places in Children's centres

