

Community Action Partnership Panel – Quick Guide to Process

If at any point in this process you believe a child is at risk of significant harm, please follow your agency's normal safeguarding procedures. You may also consult with the Early Help Hub on 020 8583 6653 if you are concerned about a family.

Step 1: Identifying a family - criteria for discussion at Panel

- Family's overall level of need is believed to be at community early help level: below the threshold for referral to children's social care or specialist services such as tier 3 CAMHS
- Family is not currently open to children's social care or to the Families First team/Children's Centre EIPs
- Lead Professional requires the support of a multi-agency discussion and/or allocation of one or more agency interventions in order for the family to progress

Contact the Early Help Hub for advice on whether the family is suitable for discussion. If not suitable for CAPP, the Hub team will suggest an alternative route to supporting the family.

Step 2: A conversation with the family

Explain the support offered by the Panel and the reason you would like to discuss the family's situation. Discuss their views and seek consent to proceed. Children and Young People who are able to give consent should also be able to do this. Use the CAPP leaflet and Early Help Privacy Notice to inform your conversation and give the family

Family gives consent

Contact the Early Help Hub to request access to the family's EHM record in order to start a CFAN, if there is no CFAN already existing. If a CFAN already exists, contact the EH Hub to confirm the family give consent to be discussed at panel.

Family does not give consent

Review the risk – is the child likely to be at risk of significant harm if not discussed? Consult with your DSL and the EH Hub if unsure.

Child not at risk of significant harm: continue working to engage the family using other approaches, with the advice of the EH Hub where required.

Child at risk of significant harm: contact children's social care following consultation with your safeguarding lead.

Step 3: Completing a CFAN using EHM

You will need to be a registered user of EHM and have access to the family's EHM record to complete a CFAN for CAPP. Please contact the EH Hub if you are not currently an EHM user. Other versions of the CFAN will not be accepted for information security reasons. If there is already a current CFAN recorded on EHM no further CFAN needs to be completed.

Remember to:

- *identify strengths and needs, giving consideration to members of the whole family
- *establish which agencies are already involved and what support they are providing
- *explain what support has already been provided and how this has been successful/unsuccessful
- *establish the family's wishes for support and next steps (including the child(ren)'s)

Step 4: Preparation for Panel

The EH Hub will compile an agenda and circulate to all Panel members before the meeting.

Panel members will be given access to the relevant families' files on EHM prior to the meeting. This will be retracted following the meeting. The Panel will read the families' situations and research against their own service's case records in order to bring appropriate background information, questions, and suggestions to the discussion.

Please note that all information will be shared via EHM only – there will be no sharing of information by email or on paper copies. Therefore, all panel members must be registered on EHM.

Step 5: Panel Discussion

You will be required to attend the Panel to present and discuss the family's situation on their behalf and should come prepared with the relevant information.

Recommendations for action will be offered to help you to move the family forward. Where considered appropriate, Panel members may allocate resource from their agencies to join the Team Around the Family.

If it is agreed that escalation to children's social care is required, your CFAN will be transferred by the EH Hub directly to the MASH for review.

Step 6: Supporting the family

You will be asked to commit to undertaking the recommended actions with the family in a timely manner on leaving the meeting.

Minutes and outcome of the discussion will be logged on the family's file on EHM for your review. Please discuss the outcome of the Panel meeting as appropriate with the family, in order that they are informed.

If you are finding it hard to implement the recommendations, or if the family's situation has changed considerably since the discussion, please contact the EH Hub for consultation.

Step 7: Tracking Progress

The Panel will ask you for an update on your actions to report back to the subsequent meeting(s). You may be asked to attend again in the future if you or others are concerned about the family's progress.