**Lancashire Wellbeing, Prevention and Early Help Service**

**Flowchart for delivery of targeted Wellbeing, Prevention and Early Help Services with Children / Young People and Families.**

 = Management Checkpoint.

**Recording. Caseload Management. Quality Assurance. Workforce Development.**

Supporting admin & MI processes.

Request for Support (RfS) received &/or family identified as unmet needs or meeting the criteria for TFU within WPEHS

Where consent has not been obtained return RfS to referring agency and request consent to be completed.

Acknowledgement of receipt of RfS.

If a CAF is already in place, WPEH worker to contact the Lead Professional (LP) and request that the LP gain consent from the family for the WPEH worker to attend the next TAF meeting.

Allocation to WPEH Worker within 5 working days 

WPEH worker check if CAF exists. If not request a URN

* **Initial visit** within 7 working days with referrer if possible.
* Complete or input clients details onto MIS system.
* **Complete CAF assessment & Outcomes Star over initial and subsequent 2/3 visits.** Consider wider family circumstances, TFU criteria and level of need with child / young person and family.

Where a family refuses consent for completion of a CAF assessment WPEH worker to refer to line manager.

Where worklessness is identified contact with WPEH Employment Advisor must be made.

Record and evidence decision.

**Possible Outcomes and Actions following assessment**

Level 3 & 4

Level 1

Level 2

Evidence of Higher levels, Unmet Needs and Medium Risk or Significant Unmet Needs and High Risk. 

Evidence of some Unmet needs and Low Risk been identified**.** Requires

Targeted support via CAF/TAF.

Needs and Risks can be met by universal services.

Escalation

Escalation

Discussion with line manager / DSO regarding referral to Children's Social Care and agree future role of WPEHS.

Signpost and close CAF in agreement with line manager

by emailing [caf@lancashire.gov.uk](mailto:caf@lancashire.gov.uk)

* Identify a LP with CYP&F ASAP.
* Develop action plan from part 3 of CAF assessment.
* Identify and invite relevant agencies to TAF meeting.
* Submit CAF/TAF to [caf@lancashire.gov.uk](mailto:caf@lancashire.gov.uk)
* Review progress every 6- 8 weeks and submit at each review to [caf@lancashire.gov.uk](mailto:caf@lancashire.gov.uk) 

Complete Outcomes Star at 12 week review & / or closure.

If needs met close CAF with agreement from line manager. Feedback to referrer.

caf@lancashire.gov.uk

**If the needs of a child or young person escalate and they are in need of protection follow safeguarding procedures.**

**Guidance for the delivery of targeted Wellbeing, Prevention and Early Help Services**