



Our Early Help Offer

Policy review dates and changes

<u>Review Date</u>	<u>By Whom</u>	<u>Summary of Changes</u>	<u>Date implemented</u>
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December 2023	J.Flint	Ammended S.Hart to S.Shand	December 2023

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Key Individuals

Throughout this offer document, a number of individuals are cited with their roles and responsibilities. These individuals are identified below and those who are members of the School Safeguarding Team are indicated with an asterisk*

Name(s)	Role Contact Email	Telephone Number
Emma Mitchell*	Headteacher and Designated Safeguarding Lead Email: admin@griffefield.derby.sch.uk	01332 515718
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Ravi Dulai*	Deputy Headteacher Email: admin@griffefield.derby.sch.uk	01332 515718
Jack Flint*	Online Safety Leader Email: admin@griffefield.derby.sch.uk	01332 515718
Janet Slaney*	Learning Mentor Email: admin@griffefield.derby.sch.uk	01332 515718
Suzanne Shand*	Safeguarding Team Member Email: admin@griffefield.derby.sch.uk	01332 515718
Alex Wilde Helen Hicks	Co-Chairs of Governors Email: admin@griffefield.derby.sch.uk	01332 515718
Helen Hicks	Governor Responsible for Child Protection and Safeguarding Email: admin@griffefield.derby.sch.uk	01332 515718
Katy Fuggle	Governor Responsible for SEND, LAC and PLAC Email: admin@griffefield.derby.sch.uk	01332 515718
OUT OF HOURS CONTACT	safeguarding@griffefield.derby.sch.uk	01332 515718

Introduction – What is Early Help?

Griffe Field Primary School works to provide Early Help to families in the school community. We provide Early Help through school and work alongside the Multi Agency Team.

Early Help services aim to both provide advice and/or intervene where there is evidence of emerging needs with the objective of preventing escalation to higher level services.

Griffe Field Primary School's 'Early Help Offer' is outlined within this document. The services available under 'Early Help' and key processes that we follow are detailed later on. The rationale for our Early Help offer is detailed on our website.

Our Offer

Our Aims and Values

Our primary aim is to identify needs early and to make sure that appropriate support is put into place. ALL staff recognise their role in ensuring safeguarding practices to ALL children at ALL times.

We believe that information sharing, and timely, effective support can ensure that ALL children and families get a good start in life.

Families can need support from a wide range of agencies. We recognise that other agencies will be able to support families based on their specialised work. Therefore, our role is often to signpost families to the resources that will best support their needs.

How will we know when Early Help is needed?

Staff have daily contact with children and their families throughout term time. All staff recognise their role in identifying vulnerable children and their families need for Early Help.

Staff are clear that acting on hearsay is not appropriate. All staff will advise 'concerned others' to report their safeguarding concerns to the First Contact Team (the city's single point access for safeguarding referrals). However, all reports of concern are logged on the school reporting system, CPOMS. Access to CPOMS is available to all staff at the most suitable level of access. The School Safeguarding Team, including the Designated Safeguarding Lead, monitor the entries logged on CPOMS.

Where appropriate, the above will assess the needs of a family through ongoing meetings with them or a collaborative period of monitoring. This may identify that an Early Help Assessment is required.

The Headteacher, Family Support Worker and the school admin team monitor attendance in school. They are active in their role to ensure that families recognise the importance of their children attending school regularly.

[To see the Griffe Field Primary School's Admission Policy, please refer to the school website.](#)

Recording, Reporting and Referrals

The Head teacher (DSL – Designated Safeguarding Lead) has case management responsibility. They identify needs based on the safeguarding thresholds e.g. low level, emerging, complex/serious (Section 17) or Child Protection concerns (Section 47).

Where emerging needs are identified the DDSCP (Derby and Derbyshire Safeguarding Children's Partnership) approved Early Help Assessment Form will be used and will be reviewed with reference to the safety and wellbeing grid.

CPOMS is used by all staff to record information. Concerns and chronologies are monitored – identifying patterns/ frequency of concerns and the actions that have been taken - by the headteacher or a member of the safeguarding team. These profiles may mean that an in-house referral to either the Mental Health Lead, SENDCO or Learning Mentor may be a necessary, supportive next step.

Staff also create and record on CPOMS where there are other agencies involved.

The structure that children will be supported and reviewed through will be the Early Help Assessment format, which is currently the assessment process used by the Local Authority.

If a vulnerable child moves school, we will ensure that information is shared with the receiving school. Depending on the level of safeguarding need it may be appropriate to hold a meeting, have a telephone conversation or as a minimum send the child's file.

Where there has been no improvement to the welfare of the child, and there are escalating concerns around the safety and wellbeing of a child, staff will step up the Early Help Assessment to the First Contact Team. The Well-being team and the headteacher meet regularly to discuss the children and families and the progress that is being made.

Where there are immediate Safeguarding concerns it will be taken to the First Contact Team, the city's single point access for safeguarding referrals, following consultation with the Designated Safeguarding Lead in school.

Early Help Interventions

At Griffie Field Primary School, we have a Safeguarding Team comprised of the school's Designated Safeguarding Lead, Deputy DSLs, Mental Health Lead, Online Safety Lead, Family Support Worker and Learning Mentor. In addition, the team work closely with the school's SENDCO to provide support for children and families. We have an 'open door policy' and can often meet parents without an appointment for brief queries, especially at the beginning and end of the day, or via telephone. During term time, the Learning Mentor and Safeguarding team may work directly with children offering specific support. Over the school holidays the email address safeguarding@griffiefield.derby.sch.uk will be monitored and we will sign post you to the most appropriate advice and support. **This is NOT for urgent help or advice.**

Derby City Children's First Contact Team can be contacted on 01332 641172 (Mon-Fri, between 9am and 5pm) for urgent help or support.

For Out of Hours Social Care Support, Careline can be contacted on 01332 956606 (Mon-Fri 5pm–9am, with a 24-hour service during weekends and bank holidays).

Our school website contains information for families actively seeking advice and support. To see more, please refer to the school's [Mental Health and Wellbeing](#) page or [Online Safety Advice](#) page by following the links.

Based on the needs of each family, staff will coordinate the support of the appropriate services. Where appropriate TAF (Team Around the Family) meetings are arranged to monitor the work of all the agencies involved. The Early Help Assessment Tools, including the safety and wellbeing grid are used to assess progress and achievements made by the families and professionals supporting them.

Joint working arrangements with partner agencies, such as school health, locality multi-agency teams, local primary and secondary schools, educational psychology, CAMHS (Child and adolescent mental health service) and with the PCSOs (police community support officer), are already in place and information is shared through meetings, email and telephone communications. As a family's needs arise, further links to agencies will be established and maintained. Clear lines of communication are essential to support long term improvements for families.

The [Derby Direction website](#) provides a directory of additional support services families can be signposted to, referred to, or engaged with on behalf of the families we support.

After Early Help

Following a review of a family's needs, or at a time of crisis, it will be appropriate to escalate the support a family requires. At the stage where early intervention attempts have not been successful and a social worker becomes involved, we will continue to support children and families. Ongoing communication with all services involved continue to be essential.

A member of the Safeguarding team, either the Headteacher and/or one of the Deputy DSLs will be available to represent the school at Case Conference or Child in Need Reviews and will provide reports when required.

Where Early Help has had a positive impact and support is no longer required then school will informally monitor to support the family in their sustained success.

Quality Assurance

The best quality assurance will be received from the families receiving the support.

The school community is committed to the welfare and safety of children and as such are relentless in questioning the support families are receiving.

The Governing Body monitor and actively challenge the School Safeguarding Team at termly Governors' meeting regarding safety and welfare of all the pupils.

Governors are involved in the annual safeguarding audit, meet with the Designated Senior Leads for Safeguarding and Attendance.

Resources used are recommended by the Derby and Derbyshire Safeguarding Children Partnership.

The school networks with other school-based family resource workers and pastoral staff and keeps up to date with developments in safeguarding families including attending safeguarding briefings and training provided by both the Local Authority (through the Derby and Derbyshire Safeguarding Children Partnership) and the academic trust (DDAT).