

## Hub Membership

### Virtual Triage Team:

- Early Help Co-ordinator
- Social Care Representatives (Central Area)
- Family Support Manager
- Northumberland Adolescent Service Team Manager
- Health Representatives
- SEND Support Team Manager

### Fortnightly Hub Team:

- Senior Manager Early Intervention & Prevention
- Early Help Co-ordinator
- School Representatives
- Social Care Representatives (Central)
- Early Help Family Worker Team (Senior Practitioner)
- Children's Centre Locality Manager
- Health Visitor Area Lead
- School Health Area Lead
- Police Representative
- Primary Mental Health Representatives
- Children and Young People's Service Representatives
- Community Safety Representatives
- Adult Services Manager
- Area Housing Manager
- SEND Support Team Managers
- Northumberland Adolescent Services
- Northumberland Recovery Partnership.
- Northumbria Community Rehabilitation Company

## Referrals

Please send in your completed referral form to:

[EarlyInterventionHub@northumberland.gov.uk](mailto:EarlyInterventionHub@northumberland.gov.uk)

if you have any queries please contact

**Anthony McArdle**

Early Help Co-ordinator

[Anthony.Mcardle@northumberland.gov.uk](mailto:Anthony.Mcardle@northumberland.gov.uk)

**Mobile: 07717 816712**

**Administration tel:** 01670 536854 or 536855

The Central Locality Referral Form can be accessed on the **Early Help webpage**

<http://www.northumberland.gov.uk>

Or you can request a copy by emailing the Early Intervention Hub at the email address above.

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If you need this information in Large Print, Braille, Audio or in another format or language please contact us:

**Telephone** 0345 600 6400

If you have a text phone you can contact us by text on this number:

**Text phone:** 01670 542999

otherwise you can use the text relay service  
on

**Text relay:** 18001 0845 600 6400

# Central Locality Hub

*Early Help Services*

*Information Leaflet for  
Parents, Carers and  
Professionals*



**NORTHUMBERLAND**  
Northumberland County Council

# Purpose

The Central Locality Hub has been set up so that all referrals come in to a central point and can be discussed at a multi-agency meeting to ensure that families receive the most appropriate support at the right time.

This will reduce confusion for professionals and parents as to who can help with a particular issue or concern.

This will also reduce the number of separate panel meetings that are held on a monthly basis. The Hub will ensure a more seamless service for families in the community.

The Hub will ensure that the correct supports are in place and will support the families in a timely way.



# How does it work?

All referrals in relation to children and young people where it is thought that they might need extra help will be referred to the hub on a referral form.

## CONSENT

Referrers must ensure that they explain to parents/carers/young people that the referral will be shared within a multi-agency framework (see list on leaflet) and that parents/carers must give **consent to share the information held within the referral.**

The only exception to this is immediate safeguarding concerns which need to be referred following Local Safeguarding Procedures to the local social work team.

All referrals will be checked by the Early Help Co-ordinator then shared with the triage team on a weekly basis.

Any referrals needing an immediate response from a service will be contacted by the most appropriate service. All other referrals will be discussed at the Locality Hub which meets fortnightly.

Then the next step is for the appropriate agency to undertake the work that is being requested by the referrer, and offer the support that is needed to the children, young people and family.

**“Providing early help is more effective in promoting the welfare of children than reacting later.”**

*Working Together to Safeguard Children 2015*

# Process of Hub meetings

- All referrals are discussed individually with partner agencies who attend the Hub meeting. Prior to the Hub meeting the basic details are shared with partners who attend the Hub meeting and Special Educational Needs Co-ordinators (SENCOs) from the locality to ensure checks can be made if the family members have already received support in the past so that the correct agency can be identified to offer the family support based on the referral being made.
- The Hub agrees a course of action, including the agency lead.
- The agency lead has 10 working days to contact the family. The agency lead may start an Early Help Assessment or complete a specific piece of work, this will be decided by the Hub and agency based on the information received on the referral.
- The parents will be informed by letter of the outcome of the Hub meeting along with the referrer and allocated agency.

