

## Hub Membership

### 3 Weekly Hub Meeting Members:

- Senior Manager for Children's Services
- Early Help Coordinator
- Social Care Representatives (West)
- Disabled Children's Team representative
- Senior Practitioner, Early Help Family Worker Team
- Youth Service representative
- Health Visitor Area Lead
- School Health Area Lead
- Primary Mental Health Area Lead
- Children and Young People's Service Representatives
- Talking Therapies representative
- Police Representatives
- Area Housing Manager
- School Representatives
- SEND Support Team Managers
- Education Welfare Officer

### Weekly Emotional Health Triage Meeting:

- Early Help Coordinator
- School Health
- Primary Mental Health
- CYPS

## 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

**Emma Foote**

Early Help Coordinator

[Emma.Foote@northumberland.gov.uk](mailto:Emma.Foote@northumberland.gov.uk)

**Mobile: 07966337178**

**Administration tel:** 01670 536400

The West Locality Referral Form can be accessed on the Northumberland Supporting Families Website

<http://www.northumberland.gov.uk/Children/Family/Support.aspx>

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

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

**Text relay:** 18001 0845 600 6400

West Locality

Hub

Early Help Services

***Information leaflet for  
Parents, Carers and  
Professionals***



Northumberland  
County Council

# Purpose

The West 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 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 First Contact via OneCall.

The Early Help Coordinator will consider and progress referrals either directly to services where appropriate or for discussion at the weekly Emotional Health Triage Meeting or three weekly at the HUB.

Once an appropriate agency has been identified, the next step is for them to 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

- Prior to the meeting, basic details are shared with the partners who attend, as well as Special Educational Needs Coordinators (SENCOs) from the schools in the locality. This allows them to check their own recording systems to identify whether family members have already received support.
- Referrals are presented and discussed with the partner agencies and possible support services are considered.
- The HUB Members agree a course of action to meet the needs of the family
- 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.

