Named Person &
Lead Professional Guidance

NORTH AYRSHIRE COUNCIL
EDUCATION & SKILLS
Who is this Practice Guide for?

This Practice Guide is designed primarily to support those in North Ayrshire Education and Skills who are involved in the Getting it right for every child approach. It is specifically aimed at those who have taken on the role and responsibilities of a ‘Named Person’.

This Guide is a ‘How to’ manual and does not address policy and theoretical underpinnings in any great detail. It will focus on processes and ‘tools’ to ensure concerns are identified, acted on, and children are supported by the ‘Named Person’.

This Guide gives a brief overview of the ‘Lead Professional’ role. For Further guidance on this role please see the ‘Named Person and Lead Professional Guidance’ on the North Ayrshire GIRFEC Web site (www.girfecna.co.uk)

There will be further generic practice guidance published that will lay out the GIRFEC approach, values and principles, policy, and further multi-agency processes.

The Guide is broken down into sections to help you:-

- Understand who should be a ‘Named Person’ and their role.
- To respond to a need or concern (whether identified by yourself or others) and agreeing any action.
- Use AYRshare to decide on appropriate actions.
- Decide on the Lead Professional if required
Understand who should be a ‘Named Person’ and their role.

The ‘Named person’ is a role located within Education & Skills if the child is of school age. It is a multi-agency term and it is more than likely that Education & Skills already have someone, or several professionals fulfilling this role at the moment.

- The ‘Named Person’ role is part of Education & Skills.
- The ‘Named Person’ is key to early identification of a child’s need for any kind of help.
- The ‘Named Person’ is responsible for Single Agency Assessments and Plan and Single Agency Chronologies.
- The ‘Named Person’ co-ordinates additional support from within their own service.
- The ‘Named Person’ should be informed if the circumstances of any child for whom they are responsible changes.
- The ‘Named Person’ will use AYRshare to contribute and access information.

The Scottish Government have indicated that every child should have a ‘Named Person’, but in reality not every child will need access to that ‘Named Person’ as the majority of children will not require any additional support within Education services.

The Practice briefing goes onto emphasise that, ‘Through children and families knowing who to contact, their access to help is made easier. This is an essential feature of a child centred approach to early intervention’.

The ‘Named Person’ for a child is:-
- from birth to 10 days a midwife;
- from 10 days till the child starts Primary school the ‘Named Person’ will be their Health visitor;
- When a child begins Primary school it would be someone in their school with the authority to make decisions concerning what support the child may require. This is likely to be a Head Teacher, Depute Head Teacher.

In a Secondary school this could be their Guidance Teacher, Depute Head Teacher etc.

As a ‘Named Person’ it your role to act as a central contact for a child, their parents/carers and other professionals when that child requires additional support or when concerns have been noted by you or others.

It is important that the ‘Named Person’ discusses concerns with other professionals when a need or concern arises that cannot be dealt with in the ‘Named Persons’ establishment.

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1 Practice Briefing 1. The role of the Named Person, Scottish Government (2010)
Responding to Needs and Concerns and agreeing action

Children’s wellbeing is at the heart of Getting it right for every child. To achieve our aspirations for all North Ayrshire’s children to develop into “Confident Individuals, Effective Contributors, Successful Learners and Responsible Citizens”, every child and young person needs to be Safe, Healthy, Achieving, Nurtured, Active, Respected & Responsible, and Included. These wellbeing indicators are an important part in the national practice model.

1. Use the Well-being indicators to identify a concern. Record the Concern as a Significant Event

2. Ask yourself these five questions
   1. What is getting in the way of this child’s wellbeing?
   2. Do I have all the information I need to help this child?
   3. What can I do now to help this child?
   4. What can my agency do to help this child?
   5. What additional help, if any, may be needed from others?

3. Decide if Support is required from others?
   No – Continue to provide support
   Yes – Identify support required and contact relevant support provider for assistance

Practice Help
All Named Persons will need to be aware of the well-being indicators and be able to form a view whether needs are being met in relation to each of the indicators or if there is a concern.

It may be the case that the person identifying the concern may not be responsible for providing direct support, but they will still need to decide if there are concerns using the definition in the diagram on the next page. Other professionals will share their concerns with you.

If the Concern gives rise to issues where the child may be at risk, or suspected risk of significant harm Child Protection Procedures should be followed.

Practice Help
These five questions are key to the Getting it right for every child practice model and should become the mantra for every Named Person in North Ayrshire.

You need to understand what is getting in the way of a child’s wellbeing and if you don’t know you need to gather information to help you. You also need to ask what you can do personally to help and what help you can access within your agency. If you or your agency can provide support this should be initiated.

It is only once these questions have been answered and you have done everything within your power to help that consideration should be given to requesting additional help from others. This should be based on the child/young person’s needs and not on agency thresholds.
Process for identifying, recording and deciding if you need assistance from others to provide support to a child.

Defining Concerns
Children, families and practitioners (people who come into contact with children) can all raise a concern. It might be an event or something else that is affecting the welfare, well-being or happiness of a child. If the person is concerned enough to feel anxious or uneasy, they should record this.

What might be a cause for concern?
- A particular event like an attendance at A&E for a non-accidental injury, or domestic abuse in the child’s home etc
- A pattern or cluster of events which cause concern when they are all put together, but where an individual event might not cause concern if taken on its own.
- Something that might make a child vulnerable - for example, this might be a hearing or sight impairment, or a child who has difficulty managing their anger, etc
- Something about a person who is associated with a child, such as a parent who is misusing drugs.
- Something about the child’s environment that puts them at risk - for example, a dangerous neighbourhood or living in a home where domestic abuse is prevalent.
- A combination of some of these things. For example, combination of a lone parent requiring hospitalisation with the child with no extended family support might give rise to a concern (Taken separately may not be considered as concerning)

One of the aims of Getting it right is to identify and record concerns at an early stage - no one should feel they have to wait until a problem is more obvious, or a family is already in crisis.

4 ways that concerns may trigger access to help
1. Where children and families wish to bring concerns to the Named Person or Lead Professional
2. Where concerns are identified by the Named Person or others in a statutory agency
3. Where concerns are noted by individuals or non-statutory agencies or organisations such as Health and Education.
4. Concerns noted by the Police

There are five questions practitioners need to ask themselves when they are concerned about a child or young person:
1. What is getting in the way of this child or young person’s well-being?
2. Do I have all the information I need to help this child or young person?
3. What can I do now to help this child or young person?
4. What can my agency do to help this child or young person?
5. What additional help, if any, may be needed from others?

If you are not Named Person
Inform Named Person of concern

Request support if you are the Named Person.

Adapted from Practice Briefings, Identifying concerns and using the wellbeing indicators (2010)
Using AYRshare to decide on appropriate actions.

AYRshare is an electric information sharing tool that practitioners can use to share a Significant Event, a concern, a Child Assessment and Plan, and other relevant information. Below is a suggested process for deciding if AYRshare can help in making decisions at an early stage

1. Concern is identified.
2. Obtain consent to Share (if required)
3. If you identify a concern or you are told of a concern make enquires of other agencies in case they can provide further information.
4. If there are shared concerns across agencies consult with these agencies and decide if an AYRshare record is required to ‘pool’ significant events and concerns that will be captured within the AYRshare ‘chronology’
5. Once this is agreed and agencies share their concerns and other significant events you can view these and in consultation with the other agencies decide on the way forward. This could be:-

- Support is provided by a single agency
- Multi-agency support is provided (A Lead Professional will be required)
- An integrated ‘Child Assessment and Plan’ is required (A Lead Professional will be required) The Child Assessment and Plan can be found by going to www.girfecna.co.uk Links + Downloads Downloads Child Assessment and Plan v x.x (Education)

Using AYRshare in relation to the Child Assessment and Plan.

As a ‘Named Person’ you will also be responsible for providing others with information so they can comply with their statutory duties. i.e. Child Protection Concerns, a request to Social Work for a statutory report.

Social Work is regularly requested to complete reports for the Children’s Reporter and as such will require information from you. A simple process has been developed to assist in the putting together of this Multi-Agency report.

Social Work will receive a request – They will create or open an AYRshare Record and add you as a contact if you are not already.
You will receive an email notification to go and look at AYRshare. In the child’s chronology an entry will be made informing of the report request.
You now have 10 working days to complete the relevant sections* of the Child Assessment and Plan and upload to AYRshare

* The Education Details in Section 3 of the Child Assessment and Plan is required to be completed. However, you should not restrict comments to this page only. If you have other relevant information that can be recorded in other sections please complete. This Assessment and Plan Form will in time replace the Education Report requested from the Children’s Reporter.
Decide on the Lead Professional if required

The *Lead Professional* is the second key role in the *Getting it right for every child* approach. It is seen alongside the role of the ‘Named Person’. There are some circumstances where two or more agencies are working together supporting a particular child’s needs.

Where this happens, in all cases, a lead professional will be needed. The lead professional becomes the person within the network of practitioners supporting the child and family who will make sure that the different agencies act as a team and the help they are all providing fits together seamlessly to provide appropriate support for the child and family.

The role of the lead professional ensures that children, young people and their families receive more coherent, child-centered and effective support.

In summary, where the ‘Named Person’ notes concerns there are two options for action:

1. Taking action within *Education & Skills* where concerns have been noted;
2. Taking things forward where the ‘Named Person’ thinks there may be the need for other agency involvement.

When other agency involvement is required, the answers translate into the following options:

1. You take on the role of the *Lead Professional*;
2. You and your agency think it appropriate for a *Lead Professional* not to be you\(^2\)

The second option would involve dialogue with other agencies and the child/carer to seek their views and agree who is best placed to be the Lead Professional. When it is decided an integrated Child Assessment and Plan is required and an AYRshare Record must be created.

When disagreement arises to who the Lead Professional should be follow the process on the next page.

Partnership Forum

When it is decided a resource is required from the North Ayrshire Partnership Forum the following process should be followed.

Reach agreement with other agencies that a request is to be made.

Search for the Child’s Record on AYRshare. Create record if one does not exist. (If a record already exists go to the next step)

Add ‘Erin Howie’ as a contact for the child on AYRshare

Upload Child Assessment and Plan to AYRshare.

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\(^2\) Adapted from Practice Briefing 1. The role of the Named Person , Scottish Government (2010)
Flow chart for selecting a Lead Professional and holding a planning meeting when there is no ‘Statutory Social Work involvement’* and agencies are having difficulty deciding who should be the Lead.

Practitioners agree on the need for multi-agency involvement and/or an integrated Child Assessment and plan.

‘Named Person’ informs other agencies on the need for involvement and/or an integrated Child Assessment and plan.

If there is no AYRshare Record this is created by the ‘Named Person’ and the ‘Team around the Child’ added. i.e. all those who are to be involved in the formulation of the Plan. A Planning meeting is organised.

‘Named Person’ invites parties to a Planning Meeting.

Planning meeting is held and chaired by the ‘Named Person’. The Lead Professional is agreed and tasks assigned. Update AYRshare.

Review date set if required.

*In cases where there is a legal requirement for a child Assessment and Plan i.e. request from the reporter’s administration, child protection plan, a child who is looked after, processes associated with these functions will be followed.

Failure to agree Lead Professional.

The ‘Named Person’ will discuss with their Manager/Supervisor.

If still unresolved request assistance from the Partnership Forum who will decide who is to be the Lead Professional.

Where a child is not of school age and attends an Early Years Centre the Health visitor and the Early Years Centre will discuss and agree who is to be the Lead Professional.

Named Person

0 – 10 days = Midwife

10 days – 5 years = H.V