



## North Ayrshire Named Person Procedures for Requesting Assistance

A core element of Getting It Right for Every Child (GIRFEC) is that children, young people and their families get the right help at the right time, therefore, any delay in identifying and accessing support could have a detrimental effect on the Child or Young Person.

The Request for Assistance procedure is designed to ensure Named Persons / Lead Professionals are fully supported with this responsibility.

There are two dedicated Administrators from Health & Social Care Partnership and Education and Youth Employment who can support Named Persons and Lead Professionals. They are located on 4<sup>th</sup> Floor West in Cunninghame House.

The Administrators can offer support and guidance to assist the Named Person or Lead Professional in identifying and accessing the most appropriate supports to meet the needs of children and families.

The Lead Professional (if there is one) may need to request support and the procedure outlined below should also be used by those identified as the Lead Professional.

The Administrators will also hold a live database of all Named Persons from Health and Social Care Partnership and Education and Youth Employment.

### Service Directory

Service providers complete a Service Guidance template containing the information that will assist the Named Person and Lead Professional to identify whether a service is appropriate. The guidance will also detail the purpose of the service and any specific information the service requires. This will enable the service to make a decision as to whether they can provide support to meet the Desired Outcome(s).

The Service Guidance will be collated into a Service Directory for staff. In order to keep the Service Directory live, it will be updated regularly and electronic copies will be located on Glow (Education and Youth Employment) and North Ayrshire GIRFEC website – [www.girfecna.co.uk/practitioner-login](http://www.girfecna.co.uk/practitioner-login) and is available by request to Named Person Service, [namedpersonservice@north-ayrshire.gcsx.gov.uk](mailto:namedpersonservice@north-ayrshire.gcsx.gov.uk) or 01294 317787.

## Requests for Assistance

Following a wellbeing assessment and analysis of information the Named Person or Lead Professional will decide on the most appropriate supports.

The Request for Assistance form will clearly record a summary of needs and a general recommendation to the service in order to achieve the Desired Outcome(s) for the child.

The 'Request for Assistance' form can be found at [www.girfecna.co.uk](http://www.girfecna.co.uk) in the practitioners download section or within the GIRFEC tile on Glow.

All Requests for Assistance forms should be emailed securely to [namedpersonservice@north-ayrshire.gcsx.gov.uk](mailto:namedpersonservice@north-ayrshire.gcsx.gov.uk) They will then be forwarded to the service provider and where appropriate alternative services may be suggested to the Named Person or Lead Professional. Anonymised locality based data will be collated and used to inform future service provision.

## Requests for Funded Supports

Following a wellbeing assessment and analysis of information, if it is decided that services are required to meet the child's identified needs, the Named Person or Lead Professional will complete the 'Request for Assistance' form.

In addition, if funding is required, the Named Person or Lead Professional must ensure they have identified a funding source and this source should be clearly stated on the Request For Assistance form.

Under no circumstances should staff engage funded supports until this has been agreed and the Named Person or Lead Professional has received notification to proceed.

## Review of Request for Assistance

To ensure that the support being provided is still necessary, regular reviews are required **every 12 weeks** and a **new** 'Request for Assistance' form **is required**.

The review date must be stated on the original request and each subsequent request.

A completed 'Request for Assistance' form should be securely emailed to [namedpersonservice@north-ayrshire.gcsx.gov.uk](mailto:namedpersonservice@north-ayrshire.gcsx.gov.uk) at **least 5 working days** before the review date to secure ongoing support and funding (if applicable).

## Inclusion Group

All requests for Primary Enhanced Nurture Base, Secondary Extended Outreach, external placements, etc, should be sent directly to the Education and Youth Employment's Inclusion Group

The Inclusion Group will have one route for decision making for:

- All sectors including Early Years, Primary and Secondary Schools
- Service delivery or placement from within a North Ayrshire ASN establishment at the Ardrossan Astra Base, Haysholm School, James McFarlane School, James Reid School, Stanecastle School, Elderbank Primary School (ASN/Pan Ayrshire Hearing Impairment Primary Provision), Dreghorn Primary School Communication Base and Grange Secondary School (Pan Ayrshire Hearing Impairment Secondary Resource)
- Consideration of a Secondary Extended Outreach placement
- Consideration of service delivery of any form from the Enhanced Nurture Base at Hayocks Primary School or St Mark's Primary School.
- Consideration of a placement outwith North Ayrshire for a day or residential placement (exceptional circumstances apply).

For children at school, the mechanism to do this would be for the Named Person to send a detailed written summary of why they would like consideration of whether a child's needs should be met by means of additional supports within an internal ASN provision. For example, a move to an ASN establishment, time in an enhanced nurture base, support from secondary Extended Outreach, etc. Requests should be emailed securely to the Inclusion Group at [\*\*inclusiongroupeye@north-ayrshire.gov.uk\*\*](mailto:inclusiongroupeye@north-ayrshire.gov.uk)