

A guide to Early Years Support meetings

Next Steps discussion

This is an initial date set between parents / carers and the person who made the request to Early Years Support. This discussion will be facilitated by someone from the Early Years Support team or by the person who made the request. The discussion will be arranged at the family's convenience and their preferred choice of venue.

The discussion is the next step on from when the request was discussed by the Early Years Support team and enables parents/carers to discuss any concerns they may have, ask any questions about the services recommended at the team meeting and plan the next steps together. Parents/carers will also have the opportunity to ask questions about the Early Years Support process during the discussion.

The next steps discussion will be small and informal and not all of the services recommended to support the family / currently supporting the family will be invited. With the family's permission any notes made during the discussion will be shared with the services that are currently supporting the family / are to become involved with the family.

A lead professional will be identified during the discussion. The lead professional will act as a single point of contact and will liaise with the family, Early Years Support team and other services providing support.

Following the next steps discussion, the family may wish to have an Early Years Support family meeting. This will be the opportunity for parents/carers and all services to come together.

Early Years Support family meetings

An Early Years Support family meeting will be arranged as and when needed and at parent/carer's request. The family meeting will include parents/carers, lead professional, all services working with and /or who may have been identified to work with the family.

The family meeting will provide an opportunity to look at family support, health and education needs which will be discussed and jointly agreed with the family as the next steps of support. This will then be formulated into an Early Years Support plan and actions are agreed for people at the meeting to undertake within specific timescales enabling partnership working and a shared understanding of the child's needs.

Any practitioner who is unable to attend the meeting is requested to send an up to date report to enable their involvement to be updated and included on the current support plan.

The Early Years Support plan is designed to be flexible and reviewed as and when needed – there are no set timescales however a family meeting should be arranged to support transition e.g. when a child starts school or an Early Years setting, and where it is agreed that an assessment for an Education, Health and Care Plan is to be requested.

The Lead Professional is responsible for arranging the Early Years Support family meetings.

September 2021