Torbay Early Help Referral

Process – January 2025

Once a Lead Agency is identified, Early Help planning and TAF work will progress.

If help to identify a Lead Agency and support needed, referrals are presented to the Early Help Panel to provide a multi-agency support plan.

If a Lead Agency is already working with the family, Early Help planning and TAF work will progress.

Please provide as much information as you can

The referring partner will support the child/family to access [Family Hubs](https://torbayfamilyhub.org.uk/early-help/) for universal services.

Complete an Early Help Assessment with parental consent via the [Portal](https://childrensportal.torbay.gov.uk/web/portal/pages/home) and submit to Early Help

Yes

No

Is multi-agency support needed?

Timescales

* Early Help Assessment – completion within 20 working days
* Initial TAF – held within 10 working days following plan completion

**Where multi-agency consultation is required to determine the Early Help Plan**

* + Early Help Assessment to be presented at Early Help Panel within

10 working days

* Early Help Plan – plan determined within 10 working days
* Initial TAF – held within 10 working days following plan completion

**Early Help Plan Completion**

* Aim for completion of Early Help plan and step-down to universal support within 12-16 weeks
* Routine review held every 30 days
* Critical review held and chaired by Duty Manager at 6 months

If you are unsure whether to make a referral for multi agency support, have a conversation with the duty Early Help ATM (Assistant Team Manager) OR the Community Engagement Officer who will advise you on next steps.

I have concerns around a child and/or their family