Named Person Role and Functions Summary

Provision of Advice, Information or Support

The named person can provide help to a child, young person, parent, in the form of information, advice, or extra support from their own service. This might be in response to the named person identifying a wellbeing need, having a wellbeing need raised with the named person, or following a request from a child, young person or parent. The named person may also identify the need to draw up a Single or Multi-Agency Child's Plan, where one or more targeted supports will be provided.

Helping a child, young person, parent access a service or support.

Where a wellbeing need or concern is identified, the named person will make sure early action is taken to help them.

In many circumstances this will be putting in place *generally available* support from Universal Services of Health and Education, or might involve signposting a parent to support, such as counselling or benefits advice.

named persons can seek assistance from their own service, or external service providers, in a number of ways. This can be by sharing or requesting information, seeking assessment advice, or accessing *targeted support* by making a Request for Assistance to another service or agency.

Discussing or raising a matter about a child or young person with a service provider or relevant authority.

The named person might become aware of wellbeing needs which in their professional judgement requires advice and support from their own or another service/agency.

The named person will (unless to do so would place a child or young person at increased risk) discuss the wellbeing concerns and any information-sharing considerations with the child, young person, parent, or carer. This informs decision-making on any action which may be necessary to support, promote or safeguard the child or young person's wellbeing.

Relationships

Develop and maintain positive working relationships with children, young people and families, building the foundation for effective support.

Be the key point of contact for children, young people, parents when seeking information advice.

Ensure views of children, young people, parents are sought and taken into account.

Fully involve children, young people, and families in decisions which affect them, keeping them updated them on any action taken by the named person.

Ensure the voice of the children, young people and parents are encouraged including enabling full participation within decision-making.

Promote, Support and Safeguard Wellbeing

Develop, and manage their own single service chronology, including positive progress for children and young people. Consider wellbeing concerns raised by or with the named person in the context of a child or young person's history and current circumstances.

Use the National Practice Model to assess children and young people's wellbeing and identify what support or action the named person can take to address this.

Be proactive in exploring and putting in place generally available support in line with prevention and early intervention approaches. Access targeted support from Universal Services where generally available support is not improving wellbeing.

Request Assistance or help from other service providers (information, advice, assessment, or targeted support) where generally available or targeted support from Universal Services is insufficient, or no longer able to meet a child or young person's needs.

Discuss the benefit of a Child's Plan with the child, young person, parent, carer and relevant services, where one or more targeted supports is needed to improve a child or young person's wellbeing.

Prepare and support children, young people and families at key points of transition (for example between school stages, moving house, changing school or GP practice, becoming Looked After, or experiencing extended in-patient hospital admission).

Support effective future planning for young people with Additional Support Needs, adhering to any statutory timescales and transition planning requirements, especially where Adult Service thresholds are unlikelv to be reached.

Information Sharing

Ensure agency records are accurate and updated with key events, actions, and decisions (i.e. observations, wellbeing concerns, outcome of planning meetings, receiving/making a Request for Assistance).

When sharing information, discuss and seek the voice of children, young people and families in advance (excepting Child Protection or where it might increase risk) including enabling full participation within decision-making. Record any agreement or disagreement.

Be a central contact point for other services to discuss or raise wellbeing needs/concerns for a child or young person.

Ensure information-sharing is proportionate, relevant and necessary to *promote, support or safeguard a* child or young person's wellbeing, in compliance with the Data Protection Act, other statutory requirements, with due consideration of the child, young person and family's views and confidentiality.

Where it is necessary to share information or wellbeing concerns by or with the named person, and a child, young person, or family are not in agreement, ensure clear explanations are provided about why information needs to be shared, what information will be shared, and with whom.

The Child's Plan

Where a child or young person's wellbeing needs could be met by one or more *targeted interventions* by Universal Services, named persons will consider initiating and preparing a Single Agency Child's Plan, and review its effectiveness.

Engage children, young people and parents in planning support, promoting their participation and involvement in any decision-making.

Ensure a Child's Plan is based on current assessment of a child or young person's wellbeing (including level of risk), with Outcome/Actions in the Child's Plan addressing identified wellbeing needs.

Record any actions or decisions made by the named person in relation to a Child's Plan.

Discuss the need to identify a lead professional with the Team Around the Child.

Request Assistance from other Service Providers where assessment suggests this could help improve a child or young person's wellbeing through further assessment or providing *targeted support* as part of a Child's Plan.

Where a Child's Plan is not required, ensure appropriate Universal Services assessment and planning are in place.