

Getting It Right for Every Child in Dundee

NAMED PERSON AND LEAD PROFESSIONAL

“Children and young people will live in a loving family, a supportive local community and a caring society within a prosperous Dundee”

1. INTRODUCTION

In order to get it right for every child in Dundee, it is important that everyone working with children, young people and families is clear about their roles and responsibilities. This document sets out agreed definitions for the Named Person and Lead Professional for use across Dundee.

2. THE ROLE OF THE NAMED PERSON SERVICE

Scottish Government guidance describes the role of the Named Person Service:

Most children and young people get all the help and support they need from their families, from teachers and health practitioners, and from their wider communities. But some may need extra help and that's where the named person service comes in.

Depending on the age of the child or young person, a professional working with the child/young person and their family takes the coordinating role on behalf of the named person service. This means that the child and their family have a point of contact who can work with them to sort out any further help, advice or support if they need it.

Once a concern has been brought to their attention, this professional – the first point of contact for the child and their family – needs to take action, support, or arrange for the right help in order to promote the child's development and wellbeing.

Referring to the eight Wellbeing Indicators, they will need to ask these five questions:

- a. What is getting in the way of this child or young person's wellbeing?
- b. Do I have all the information I need to help this child or young person?
- c. What can I do now to help this child or young person?
- d. What can my agency do to help this child or young person?
- e. What additional help – if any – may be needed from others?

Those providing the named person service also need to help children and families feel confident they can raise concerns and talk about their worries to people who will listen and respect their point of view and work with them to sort things out. They will ensure that the child or young person's views are listened to and that the family (where appropriate) is kept informed.

The Named Person Service in Dundee

In accordance with national guidance, the following professionals will perform the named person function within Dundee:

Age	Named Person
Pre-birth – 10 days	Midwife
10 days – Primary School	Health Visitor
Primary School	Head Teacher or Depute Head Teacher
Secondary School	Depute Head Teacher, Principal Teacher of Guidance
16-18 year olds who have left school	DCC Youth Employability Service

2.1 The Named Person Service will:

- be the **first point of contact** for the child and their parents/carers seeking information or advice and for any professionals or others wishing to discuss a wellbeing concern about the child.
- ensure that **core information** about the child is up to date and accurate in their agency records
- **record** concerns about a child's well-being
- **review** any information held within their agency
- **record** any decisions or actions taken
- **seek** any other relevant information from other agencies.
- **analyse** information gained around any concerns in the light of the child's history and current circumstances, using Wellbeing Indicators
- **assess** what, if any, supports and actions are required
- **identify** concerns that suggest a child or young person may be at risk of significant harm and use appropriate child protection procedures to report these (for example, where there is a worrying pattern of incidents or concerns over time).
- **record** significant events in single agency and multi-agency chronologies
- **refer to** and **use** the National Practice Model.
- When a Lead Professional is in place, continue to carry out a coordinating role within the single agency, ensuring that relevant information is passed on to the Lead Professional.
- When there is no Lead Professional in place:
 - arrange and chair Team Around the Child meetings to consider support for a child or young person who needs extra help.
 - Coordinate the creation, implementation, monitoring and review of any additional planning required to support the child, include a Child/Young Person's Plan

Within all work, the Named Person must ensure that:

- the views of children/young people and families are sought and recorded at every stage.
- Children/young people and families are fully involved in decisions that affect them.
- when information needs to be shared, consent is recorded

3 THE LEAD PROFESSIONAL

Scottish Government guidance describes the role of the Lead Professional:

When **two or more agencies** need to work together to help a child or young person and family, there will be a Lead Professional to co-ordinate that help.

The Lead Professional:

- makes sure that the child or young person and family understand what is happening at each point so that they can be involved in the decisions that affect them
- acts as the main point of contact for children, young people, practitioners and family members, bringing help to them and minimising the need for them to tell their story several times
- promotes teamwork between agencies and with the child or young person and family
- ensures the child's plan is implemented and reviewed
- is familiar with the working practices of other agencies
- supports other staff who have specific roles or who are carrying out direct work or specialist assessments
- ensures the child or young person is supported through key transition points, particularly any transfer to a new Lead Professional
- ensures the child's plan is accurate and up-to-date.

The Lead Professional in Dundee

The Lead Professional will manage and co-ordinate the Child/Young Person's Planning process.

The Lead Professional will be identified at the first multi-agency Team Around the Child Meeting, in discussion with the child/young person and their parent/carer and all partners involved.

This decision will be influenced by:

- Relevant expertise which will provide the help the child or family needs
- Previous contact or a good relationship with the child.
- Any statutory responsibility to co-ordinate work with the child or family.

The Lead Professional will be recorded in the multi-agency Child/Young Person's Plan

In situations where there is a statutory responsibility such as children subject to a Supervision Requirement or a child on the Child Protection Register, a member of Social Work staff (most likely a Social Worker) will be the Lead Professional.

Where a child has a Co-ordinated Support Plan (CSP), it is likely to be appropriate for an Education or Health professional to be the Lead Professional. Each case should be considered individually based on the circumstances.

Over time, it may be appropriate for a different practitioner to take over the role of Lead Professional.

The Lead Professional role should be reviewed at each Team Around the Child Meeting and, in particular, each time an agency joins or leaves the team.

The Lead Professional will:

- be responsible for the co-ordination and delivery of a Child/Young Person's Plan based on an integrated assessment of wellbeing
- monitor achievement of the outcomes of supports specified in the Child/Young Person's Plan.
- link with other involved practitioners and agencies
- ensure that the child/young person and their family are supported to participate fully in the whole process of assessing their needs, in decision making and in risk management
- be responsible for ensuring regular review of the plan.
- be a main point of contact for everyone including practitioners who are delivering help to the child to feedback progress on the Plan or raise any issues.
- ensure that the help provided is consistent with the needs identified in the Child/Young Person's Plan
- ensure that services are not duplicated and that any specialist services are accessed and included as partners to the plan.
- work with the child/young person, their family and the practitioner network to make sure that the child and family's views and wishes are heard and properly considered and, when necessary, link the child and family with specialist advocacy.
- Ensure effective transfer of information when another Lead Professional takes over or when the family moves away or when the multi-agency Child/Young Person's Plan is no longer needed and responsibility transfers back to the Named Person.
- Ensure that the child's plan is written in language that is understandable by all who are required to access the plan.

The Lead Professional does not replace other practitioners who have specific roles or who are carrying out direct work or specialist assessments.