

Early Years Multi-Agency Triage Panel

Terms of Reference

The **Early Years Multi-Agency Triage Panel** enables professionals with strategic or management responsibilities from Virtual Schools & Inclusion, Speech and Language therapy, Health, One Family Hub & EY SEND to come together to work as a collective group to ensure that the needs of pre-school children are met.

The focus of the meetings are to consider referrals to the following teams:

- Early Years Inclusion Team / Portage
- Behaviour Support Team
- Autism Spectrum Education Team (ASET)
- Educational Psychology
- Family Support Team
- 0-19 (25 SEND) Health and Wellbeing Service, RDaSH

The Multi-Agency Early Years Triage Panel is administrated through the Virtual School & Inclusion.

Background to the Early Years Multi-Agency Triage Panel

To support the process a one form system has been developed to access the Virtual School & Inclusion specialists. This enables referrers to reduce time spent completing numerous forms therefore reducing duplication. The process enables a multi-professional approach to take place and

- Respond to the individual needs of the child
- Provide equity of expectation, access and support
- Provide the right support at the right time
- Promote understanding of services and referral pathways
- Promote joined up working

Purpose of the Panel

- The Panel is multi professional with representatives from Virtual Schools and Inclusion, Health, Speech Therapy Services, Early Years SEND/Inclusion team, Family Support Team.
- The Panel considers referrals to Virtual School and Inclusion to support children with special educational needs, disability, social emotional and behavioural developmental needs.
- The Panel makes decisions as to whether allocation will be agreed for consultation/ advice/ support/ interventions, based on the evidence presented or determine that alternative support is appropriate through other routes such as Family Support, Health, Community Nursery Nurses, parenting support, etc. and signpost accordingly.

The following principles apply

- Early identification, assessment and intervention
- Outreach focused
- Outcomes focused

- Smooth transitions
- Child and parent focused
- Empowering parents and families
- Wider workforce is developed in order to guarantee effective practice.

Referral Process

- a) Parents or Professionals working with children are able to refer using the “Early Years Multi-Agency Triage Panel Request for Involvement Form” form which must:
 - Describe the child’s needs/presentation and relevant background information
 - be signed by – referrer and parent/carer.
 - be accompanied by the appropriate supporting evidence as outlined on the request form.
- b) All requests must be sent to **EYMAT@northlincs.gov.uk** or where this is not possible a paper copy can be sent to Virtual School and Inclusion – EYMAT, Church Square House, Scunthorpe, DN15 6NL. All requests for involvement are discussed on a fortnightly basis during term time and as needed during school holidays.
- c) Panel members have access to the relevant paperwork in advance of the Panel meeting.
- d) The Panel discussions and subsequent recommendations are based on the submitted request and supporting written evidence. However, there may be occasions where additional information is sought from professionals involved with the child to assist clarity and decision making.
- e) The Panel makes consistent and transparent decisions which are recorded on an action log. Decision making is reviewed regularly.
- f) There is the facility through the panel for one professional to request the involvement of another professional in the case, this eliminates the necessity to complete additional referral forms.
- g) The referrer is notified, in writing of the decision of the panel within 14 working days, term time, or a request is made for additional information. It is the referrers responsibility to notify parents/carers of any outcomes of the request.
- h) Where allocation is agreed a member of the relevant team will contact the family/setting directly to agree initial steps.
- i) This process does not replace any teams existing protocols and procedures. Following decisions made at panel it will be individual team’s responsibilities to respond to any actions/next steps.
- j) Submissions for consideration need to be received by midday on the Thursday, prior to the panel meeting.
- k) If there is insufficient information to make an informed decision, the referral will be declined. A new request can be made at any point once further information is available.

Frequency of meetings: Meetings will be held on a fortnightly basis during term time and as needed during the school holidays, however, meetings will be cancelled in the event of no referrals being received or insufficient professional representation.

Membership

- Lead Educational Psychologist or Educational Psychologist with a special interest in early years
- A member of specialist teaching teams (BST, ASET and CoBe) with a special interest in Early Years
- A member of Portage
- A member of the EYFS Area SENCO Team
- A member of the Health Visiting team 0-19 (25 SEND)
- Family Support team
- Speech and Language Therapy
- Members from other specialist teams when required.

Core representation of at least 5 people in order for meeting to go ahead.

Chair: Meetings will be chaired by senior staff from Children and Families. In the event of where there is no majority decision the chair will have the deciding view.

Accountability

All staff represented are accountable to their own organisations. Decision making is conducted in the spirit of joint working and in line with principles of North Lincolnshire Council, RDaSH, and NLAG.

Quality Assurance:

- Regular review of documentation.
- Regular audit of cases across the year.
- Monitoring of deadlines for issuing of letters to referrers.

Reviews of terms of reference take place on a 3 year cycle.

Resources and budgets

Teams involved in the early years multi-agency panel are resourced through their own organisations.

Wendy Holmes Head of Virtual School and Inclusion

Review of Terms of Reference is due in January 2027

Please Note: Any decisions in respect of support will have no bearing on decisions regarding requests for Education, Health and Care Needs Assessments.