



Youth Pathways & Team Around

Guidance Document for:
Schools, Partners & Specialist Support Services

No Wrong Door

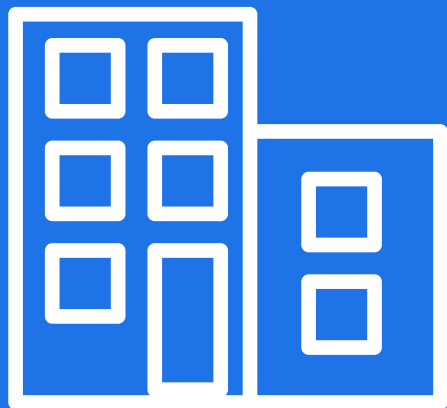
This document outlines the pathways for young people (academic year 7 upwards) in Wakefield to access the wide range of support and services available.

Our aim is to make access as straightforward as possible for children, young people, their families, and the trusted adults who support them.

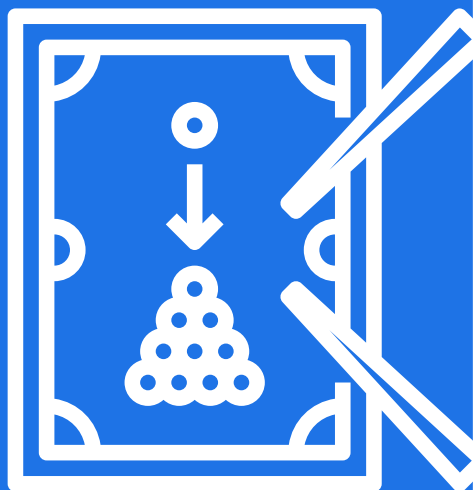
Wakefield's Youth Hubs bring together the Wakefield Families Together offer of universal and targeted support. They are places where young people and families should come in the first instance.

The Hubs can be accessed in several ways:

By visiting one of
the three
hub buildings
in person



By attending one
of the school, or
community based
open access activities



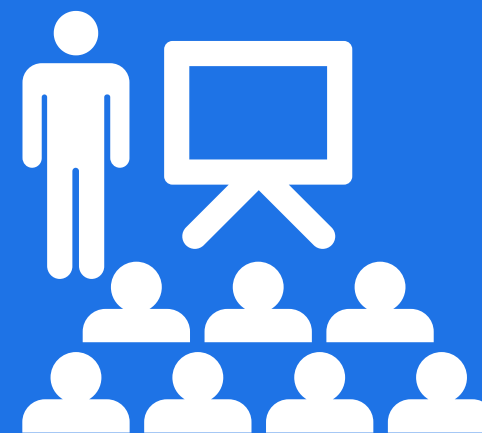
By the online portal,
phone, email,
or Facebook



Through nomination
by a Wakefield
Families Together
partner



Via a Youth
Engagement Worker
based in secondary
schools and
community settings



Youth and Team Around pathways
**do not replace safeguarding
procedures.**

If there is an emergency and a
young person is in **immediate
danger**, call **999** without delay.

If the situation is urgent, there is a
risk of significant harm, but there
is no immediate danger, contact
the **Integrated Front Door (IFD)** on
0345 8503 503.



No Wrong Door



By contacting the Youth Hubs directly, young people and their families will be supported to access the right support, in the right place, at the right time, either from the hub team or from partners across the Wakefield Families Together Partnership.

At first contact, children, young people and their families will complete a simple registration form, and a member of the Youth Hub team will talk them through the Wakefield Families Together privacy notice.



If a trusted adult who works with the young person (e.g., school, community youth worker, health practitioner) knows which activity or service they would like the Youth Hub to provide to a young person and their family, **they can support them to complete a nomination form and submit this to the nearest Youth Hub.** A member of the hub team will then contact the young person directly and support them to access the activity or service.



The Nomination Form is available as a paper or digital form, or via the Youth Hub online portal.

When a Wakefield Families Together partner identifies that a young person and their family need support, and that a single intervention will not be enough, they can contact the **Youth Hub duty worker who will help them determine whether a Team Around the School (TAS), or Young Futures Team Around (YFTA) is required.**

Mon-Thurs 9am-5pm
Friday 9am-4.30pm



The practitioner completing registration and nomination forms with a young person and their family, **must ensure that they have been talked through the Wakefield Families Together privacy notice.**

[WFT Privacy Notice](#)



What is the TAS

The Team Around the School (TAS) is a family-centred delivery model consisting of five stages:

1

Identifying
Need

2

Family
Agreement

3

Request for
Early Help Form

4

Team Around
the School
Meeting

5

Early Help
Support
Provided

All state funded schools in Wakefield (inc Evolve, Enrich and Highwell) have been allocated an Early Intervention and Prevention (EIP) Link Worker and a Link Social Worker.

The Link Workers are the school's first point of contact to have a local conversation about any child or family where there is a concern, to provide support, advice, and guidance and when necessary to support a referral to the TAS meeting.

You can access the EIP Link Worker one minute guide at:

<https://www.wakefieldscp.org.uk/wp-content/uploads/2023/02/284928-Early-Intervention-1-page-guide.pdf>

Private schools can access EIP support for a Wakefield child via:

www.wakefieldfamilies-together.co.uk/family-hubs

The TAS can support with...

Attendance

Changes in Behaviour

Parental Relationships

Conflict

Health Needs

Parenting

Domestic Abuse

Wellbeing

Money Worries

Complete a Request for Early Help



Identifying Need & the EIP Link Worker

When a school identifies that a **young person and their family need support and it is clear that a single intervention will not be sufficient**, the school's TAS lead worker will contact their Youth Hub Early Intervention and Prevention (EIP) Link Worker to establish whether a TAS is required.



Prior to any conversation about a family, it is the school's responsibility to ensure the family has agreed that their information can be discussed and shared with partner organisations who can provide support.

We rely on schools to explain the TAS process to families and direct them to
www.wakefieldfamilies-together.co.uk

In cases where it is agreed that holding a TAS meeting is the most helpful resolution for the young person and family, **school or another Wakefield Families Together partner, will complete a Request for Early Help Form (RfEH Form), this must be done with the young person and their family.**

The RfEH form should be used to request a Team Around the School, Young Futures Team Around, or Team Around the Early Years.

Completed RfEH forms must be received by the youth hub a minimum of 2 weeks prior to a pre-arranged TAS meeting to allow for thorough checks to ensure the most effective plan of support can be offered.



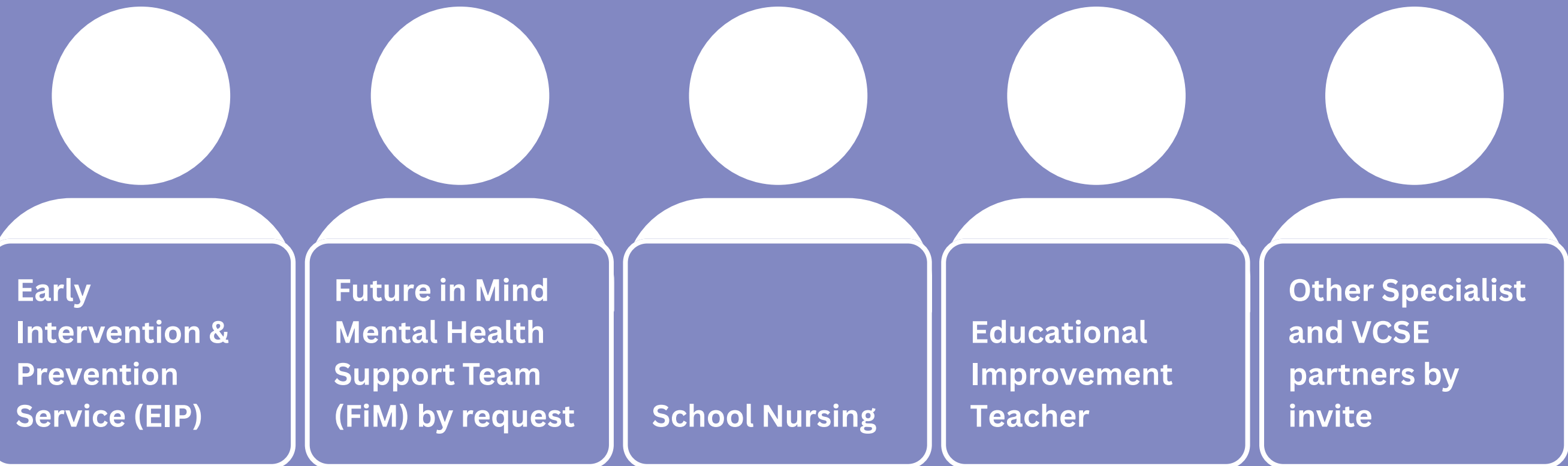
Mon-Thurs 9am-5pm
Friday 9am-4.30pm

EIP Link Workers are available to contact, via the Youth Hub Duty Service, between meetings if further advice and guidance is needed.

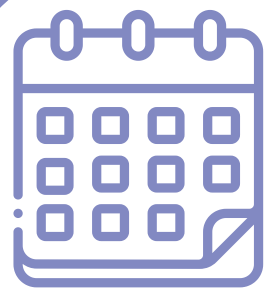


TAS Meetings

TAS meetings in secondary schools are made up of professionals from across the local authority and partner organisations including:



If, at the TAS meeting, it is identified that the family may require **Targeted Early Help**, the **most appropriate practitioner will contact the family to seek agreement** for a family help, referral and provide information regarding what this support entails.



TAS meetings in secondary schools are **held once a month** and are **pre-planned** and diarised for the full year. TAS meeting will be chaired by the EIP Link Worker.

All meetings will last approx. 2-3 hours with a 20-minute time slot to discuss each family. **These will be face to face where possible**, specialist services may join on-line to provide input into specific cases.

FiM Practitioner support will be provided where requested on the RfEH form and there is clear **evidence of support needs in relation to mental health**.



After the Meeting

The EIP Link worker who chairs the meeting will complete a TAS plan and circulate this to all partners within a week of the meeting.



The school or most appropriate practitioner will **make contact** with the young person and their family **and explain** what support is available to them.

If any specialist referrals are required, they will seek agreement from the family to pass on their details and help them to complete any referral forms.

Duplicate referrals are not required. TAS core members will accept referrals from the TAS plan or RfEH

Once the young person and family agree to the support offered, the practitioner will inform relevant partners.

TAS Follow Up

The EIP link worker will **contact the school link worker two weeks after the meeting** to ensure progress is being made on the agreed plan, and **to offer support if needed**. Where needed, EIP link workers and school link workers can agree a further follow up.



At the two week follow up, schools will be asked:

1. Was TAS the correct pathway for the family?
2. Does the plan address/support the worries raised?
3. Has the plan been shared with the family?



What is the role of

The School:

- ✓ Identify a TAS lead who will ensure good links across school and between Safeguarding, SENCo and Pastoral leads.
- ✓ Identify a TAS deputy so that meetings always go ahead.
- ✓ Review if the young person's and family's needs can be dealt with in your team following existing procedures.
- ✓ Refer families to a single agency support where appropriate.
- ✓ Have an initial conversation with the EIP Link Worker, prior to RfEH completion, to agree families to be discussed in the TAS meeting.
- ✓ Complete the Request for Early Help (RfEH) fully and accurately including the parent/carer, young person and sibling details including all schools attended.
- ✓ Use a secure transfer method to email the completed RfEH to the local Youth Hub.
- ✓ Ensure the form is sent to the hub two weeks in advance of the pre-planned meeting. Please contact the hub if you have any difficulties.
- ✓ Whenever a young carer has a high scoring MACA PANOC, speak to the young person and family about having a TAS meeting.
- ✓ Provide suitable premises for meetings to take place.
- ✓ Keep the young person and family informed after the TAS meeting ensuring they know what has been discussed and what support has been offered.
- ✓ Consider bringing young people to TAS where they may need additional support with their transition from Y6 to Y7 and from Y11 to Y12.
- ✓ Consider bringing young people to TAS to discuss what support they might need during the school holiday periods.



Complete the RfEH with full details of concerns, what has been tried, and capture the voices of parents/carers and young person.

Young people and parents/carers can be signposted to www.wakefieldfamilies-together.co.uk for an electronic copy of the TAS Parent Information Leaflet and WFT Privacy Notice



What is the role of

The EIP Link Worker:

✓ The EIP Link Worker will share the RfEH with relevant attendees of the TAS meeting, for example, the O-19 Services.

✓ On receipt of the RfEH TAS meeting attendees will check case recording systems for relevant information to share at the meeting.

✓ The EIP Link Worker will record advice, guidance, and decisions on their own case recording systems.

✓ During the meeting the EIP Link Worker will create a family plan which they will circulate to the TAS attendees after the meeting.

✓ The TAS attendees will agree which person is best placed to feedback to the family, share the offer of support, and family plan.

✓ The EIP Link Worker will invite relevant specialist and VCSE services.

✓ If there are concerns that the families needs are escalating and the agreed plan is not meeting need, a member of the TAS team will discuss this with the EIP Link Worker.

✓ The EIP Link workers will follow up with school two weeks after meetings to ensure agreed actions are progressing, additional support will be offered to partners if needed.



The EIP Link Worker will discuss the family with the local **Targeted Early Help** manager if the family would benefit from a holistic assessment alongside an intensive period of support.

If agreed the family will transfer to the Targeted Early Help service



EIP Link workers are copied into email **Operation Encompass notifications** made to schools where police have been called to a domestic incident within the last 24 hrs.

EIP Link workers will contact schools where there have been **multiple notifications within a 6 month** period to **offer support to engage the family with needed support.**



Who are my TAS Contacts?

School to complete based on information provided by their EIP link worker

EIP Link Worker

Contact

Link Worker Social Worker

Contact

Future in Mind Practitioner

Contact

Educational Improvement Teacher

Contact

WISENDSS Inclusion Advisory Teacher

Contact

School Nurse

Contact

EIP Duty Worker

Contact



Local Youth Hub



TAS Meetings Information

School to complete based on information provided by their EIP link worker

Form Submission Deadline			TAS Meeting Date			Meeting Follow Up Date		
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Where it has been identified that a **number of young people or families** from an education setting require an intervention, in discussion with your EIP link worker or allocated Youth Engagement Worker, they may be able to accommodate **an intervention in the education setting.**



Young Futures Team Around

The Young Futures Team Around (YFTA) **supports young people where a Team Around the School is not appropriate**, but single agency intervention will not be enough to address need.

It is appropriate to refer to the Young Futures Team Around:



Partners Refer

- When a young person is not on roll at a school or education provision
- When a young person attends a specialist secondary schools, e.g. hospital provision
- When a young person attends post 16 education, employment and training and support has been exhausted in their provision



Local Authority Partners Refer

- Where a young person is being heard at Fair Access Panel
- Where the Child Exploitation team or Prevent team have assessed a child as green
- Young people being placed in Wakefield and in the care of another authority
- Operation Encompass identifies a child who is not on roll at a school, or who has left statutory education (is in year 12 or 13)
- Where the councils Environment team identify a child involved in anti-social behaviour



Police Refer

- Where the Police identify a young person who are a suspect of an offence and 'no further action' has been taken.
- Young people who are released under investigation with identified, non-offence related needs.
- When a young person is working with the Police Early Action Team.

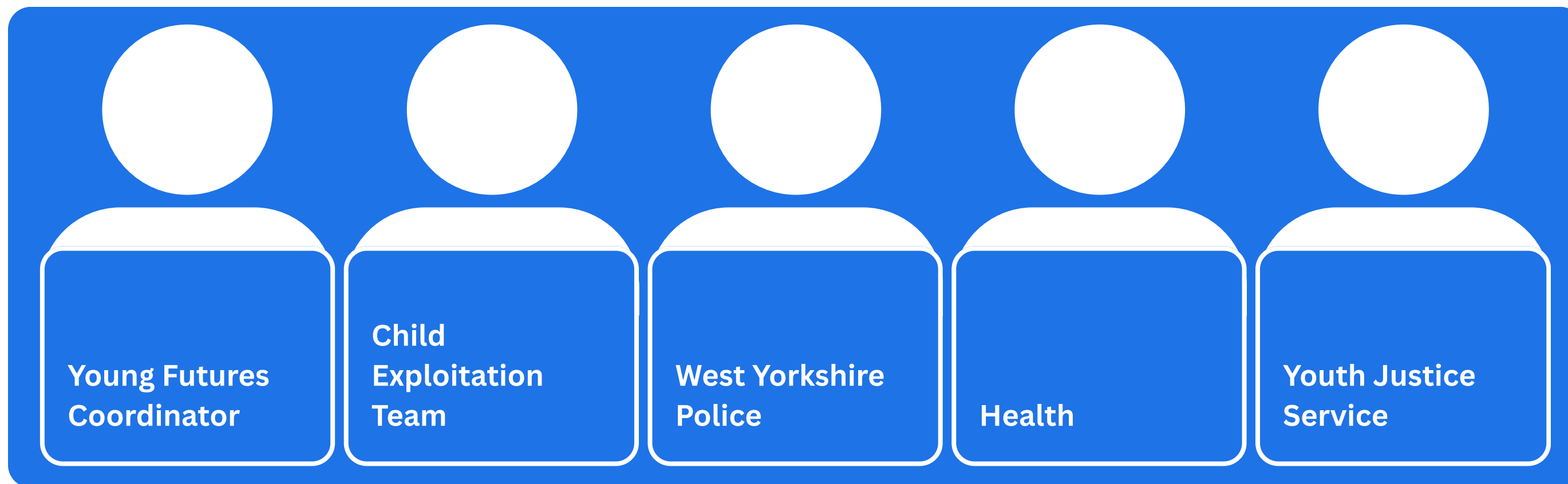


Young people and families currently **open to Family Help, Children's Social Care, and/or the Youth Justice Service** are **not eligible** for the Team Around.



What is the YFTA

The YFTA meeting takes place every two weeks and will be attended by core members:



Partners who are able to offer support or contribute to the discussion, but who are not core group members, will join virtually for the **relevant 15-minute slot** during which the young person and their family are considered.

Following the meeting, the **Young Futures Coordinator will develop a Youth Futures Team Around Plan** and share this with partners, where appropriate. They will also determine the most suitable approach for **contacting the young person and their family to discuss and offer the identified support.**



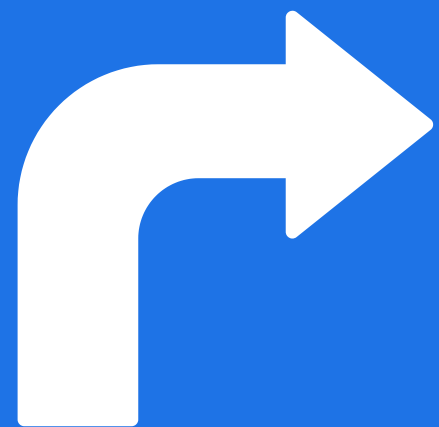
If, at the YFTA meeting, it is identified that the family may require **Targeted Early Help**, the **most appropriate practitioner will contact the family to seek agreement** for a family help, referral and provide information regarding what this support entails.



What is the YFTA

When completing a Request for Early Help (RfEH) form, the practitioner should indicate whether they believe the young person meets the YFTA criteria.

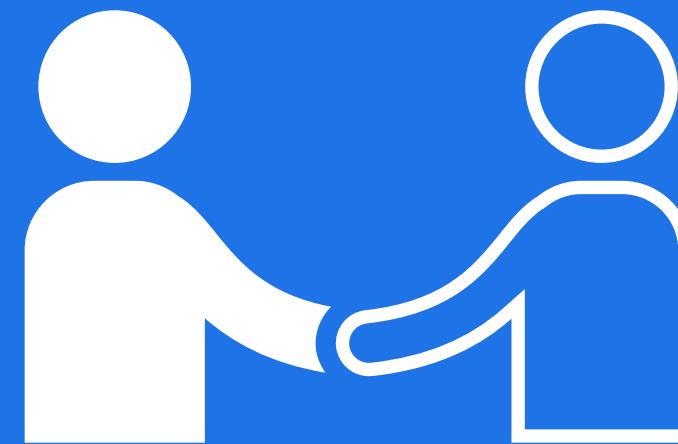
Every effort should be made to **gain the agreement and consent of the young person and their family** before submitting an RfEH. However, if this is not possible, and the referral has the potential to:



Prevent offending through early intervention



Encourage, enable, or support participation in education, employment, or training, or



Provide support to a victim of crime

the practitioner should contact the Youth Hub Duty Team to discuss the circumstances.

In rare circumstances, an RfEH may be submitted without the agreement of the young person and/or their family. Following consideration, the Young Futures Coordinator may determine that it is necessary to progress the referral in order to provide appropriate support.



Youth and Team Around pathways **do not replace safeguarding procedures.**

If there is an emergency and a young person is in **immediate danger**, call **999** without delay.

If the situation is urgent, there is a risk of significant harm, but there is no immediate danger, contact the **Integrated Front Door (IFD)** on **0345 8503 503**.



Young Carer Support

Being a young carer can mean very different things for different people; some children might be caring for someone all the time and the level of care they offer may have an impact on what else they are able to do, other children might help care for someone from time to time and it may not have such a significant impact on their lives.

Young carers are often hidden as they may not even recognise that they are doing anything that their friends don't do, and they may not be open about it with people.

It will be those **trusted adults** that see young carers every day, often in school, who may be in a position to notice and ask questions.



We have provided all schools with the **Multidimensional Assessment of Caring Activities (MACA) and Positive and Negative Outcomes of Caring (PANOC)** tool that helps young carers identify what care they provide and the impact that the caring has on their daily lives, school day, and development.

The **MACA PANOC** will identify whether a child needs support at school, would benefit from attending a young carer's group led by the young carer team, or whether a TAS would be useful.

When submitting a nomination or request for early help form for a child who is a carer, schools should include a completed MACA PANOC.



A young carer is a person under the age of 18 who provides regular or ongoing physical, emotional, or practical support to a family member or friend with a disability or long-term condition.

This does not include those who are paid to provide care or those who are volunteers.



SEND and Inclusion

In Wakefield, the Early Help offer has been designed to be inclusive and accessible for families of children and young people with SEND. Support is available for those with newly emerging needs as well as those who already have an identified diagnosis.



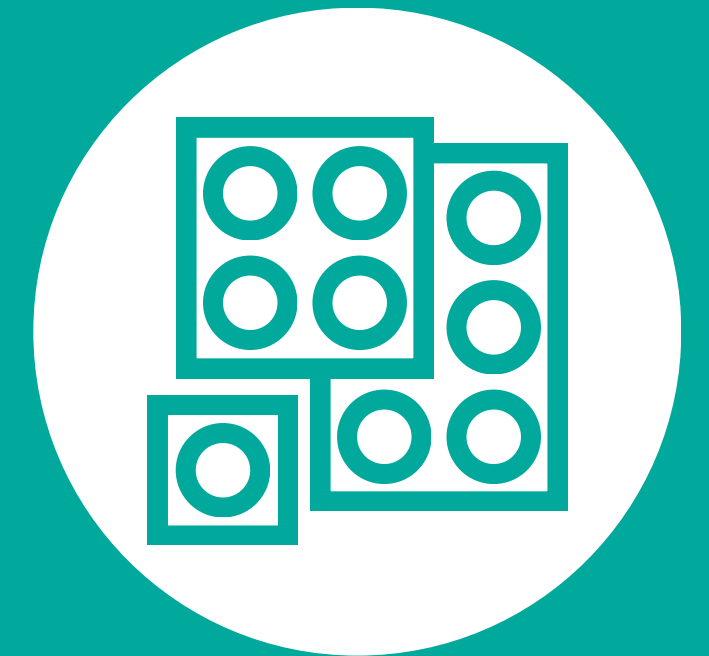
Nomination, registration and Early Help Request forms ask whether a child or family member has any **health conditions, disabilities, or special educational needs**. They also ask whether an **Education, Health and Care Plan (EHCP), My Support Plan, or One Page Profile** is in place. This information helps Family and Youth Hub staff and partner agencies understand a child's individual needs, identify suitable activities and interventions, and make any reasonable adjustments required to support engagement.



Where it is identified that the universal offer may not fully meet a child's needs, the SEND Team can provide advice and guidance on more suitable services, groups, or activities. This may include access to **SEND-specific provision** such as Lego Club or SEND Youth Club, or a **targeted short-term intervention** delivered either individually or within a small group setting.

The SEND Team can also provide **support and guidance to parents and carers** in understanding their child's needs, developing effective routines and boundaries, and reducing feelings of isolation. This support is available through regular SEND Space sessions delivered within Best Start Family and Youth Hubs, as well as through duty calls for parents and carers who are unable to attend in person.

Our aim is to ensure that every child, young person and family can access the right support at the right time, in a way that recognises and responds to their individual strengths and needs.



Families of children and young people with SEND can access single-agency support or request a Team Around meeting where a more coordinated approach is required.

For more information contact the local hub or

www.wakefieldfamilies-together.co.uk



Alternative Provision

The Alternative Provision (AP) Panels are cluster-based, multi-agency panels that bring together:



to take collective responsibility for supporting children and young people, promoting inclusion and preventing exclusion.

The panels have a key focus on **multi-agency advice, support and intervention** for those children and young people not following a statutory SEND route. The AP Panels provide support from a 3-tier Menu of Support including time-limited AP placements, ensuring that children and young people receive the right support at the right time.

Schools are expected to have explored and utilised available support pathways, including services such as WISENDSS, Educational Psychology Service (EPS) and Team Around, where appropriate, prior to referring to AP Panel.



A full list of Primary and Secondary AP Panel dates, referral routes and the Menu of Support can be found on Wakefield Education Services website:

<https://educationservices.wakefield.gov.uk/Page/18365>



Team Around and Existing Safeguarding Procedures

If the family is already open to Social Care or Family Help, please link with the current worker, a Team Around meeting is not necessary.

If you are unsure, please contact your local Youth Hub who can advise if young people and families are open cases providing you with the named worker to contact directly.

If the young person is open to CAMHS with an allocated CAMHS worker, discussions should be held with the care team and their allocated worker. The TAS is not for urgent presentations regarding a young person's emotional wellbeing and mental health, in these instances please contact the CAMHS Single Point of Contact on 01977 735865 for further advice.

Youth and Team Around pathways do not replace safeguarding procedures.

If there is an emergency and a young person is in immediate danger, call 999 without delay.

If the situation is urgent, there is a risk of significant harm, but there is no immediate danger, contact the Integrated Front Door (IFD) on 0345 8503 503.



The Team Around approach is **not intended to replace safeguarding procedures** or the support provided by a Social Worker or the Family Help Team.



Information Sharing and Compliance

All schools have been asked to sign the Wakefield Families Together Information Sharing Agreement, please ensure your school has signed and returned this agreement.

The TAS is an early help multi-agency meeting held on a voluntary basis for families. It is expected that prior to any discussions taking place, the school will have made the parents/carers aware of concerns and explained the TAS meeting process and wider services involvement so the family can make an informed decision on whether to accept being subject of a meeting. **Schools are asked to provide parents/carers with the Youth Hub TAS Information Leaflet and signpost them to an e-copy available at www.wakefieldfamilies-together.co.uk**

It is considered good practice that the school publish on their website, open and honest information on the Wakefield Families Together 'Team Around the School' model. This promotion will help families to become familiar with the support available through the school to address concerns they may have about their child and to support families at times of difficulty and when they find it hard to cope with day-to-day family life. This level of transparency will enable Wakefield Families Together to provide help to families at the earliest opportunity.

The website also links to the [WFT Privacy Notice](#) which must be made available to parents/carers by the school explaining how their information will be used, shared, recorded, and stored as part of discussions with professionals in order to identify and access the most appropriate support along with information that explains to parents/carers their right to withdraw from support at any time.



All information will be shared in accordance with the General Data Protection Regulations.

The TAS will follow the seven golden rules for information sharing as set out in Information Sharing for Practitioners Providing Safeguarding Services to Children Young People, Parents, and Carers - Working Together 2018.



Useful Information

Documents useful to those involved with the TAS pathway:

- ✓ **The Neglect Toolkit** - The WSCP Online Neglect Toolkit has been produced to support those who work or volunteer with children and families to identify neglect at the earliest opportunity.
<https://hub.wakefieldscp.org.uk/neglect-toolkit/sections-guidance/>
- ✓ **The Continuum of Need** - The Continuum of Need has been developed to help those who work or volunteer with children and families across the Wakefield District with making decisions about how to best provide support.
https://www.wakefieldscp.org.uk/wp-content/uploads/2021/11/OMG-CON_ammended-November-2024.pdf
- ✓ **Child Sexual Exploitation (CSE) & Child Criminal Exploitation (CCE) Screening Tool and Referral Form** - This form allows you to explore some of the vulnerabilities and risk indicators for a child/young person you are working with, who might be at risk of, or be experiencing, exploitation.
<https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwixxJX02Z2OAxUoVEEAHaGpIZoQFnoECBUQAQ&url=https%3A%2F%2Fwww.wakefieldscp.org.uk%2Fresource-download%2Fcve-referral-matrix-screening-tool%2F&usg=AOvVaw2IRfq5xF71m3tUf5zzbRqD&opi=89978449>
- ✓ **Understanding Sexualised Behaviour in Children** -three steps to help you decide what kind of sexualised behaviour a child or young person is displaying so you can respond in the right way.
<https://learning.nspcc.org.uk/child-abuse-and-neglect/harmful-sexual-behaviour/understanding#skip-to-content>

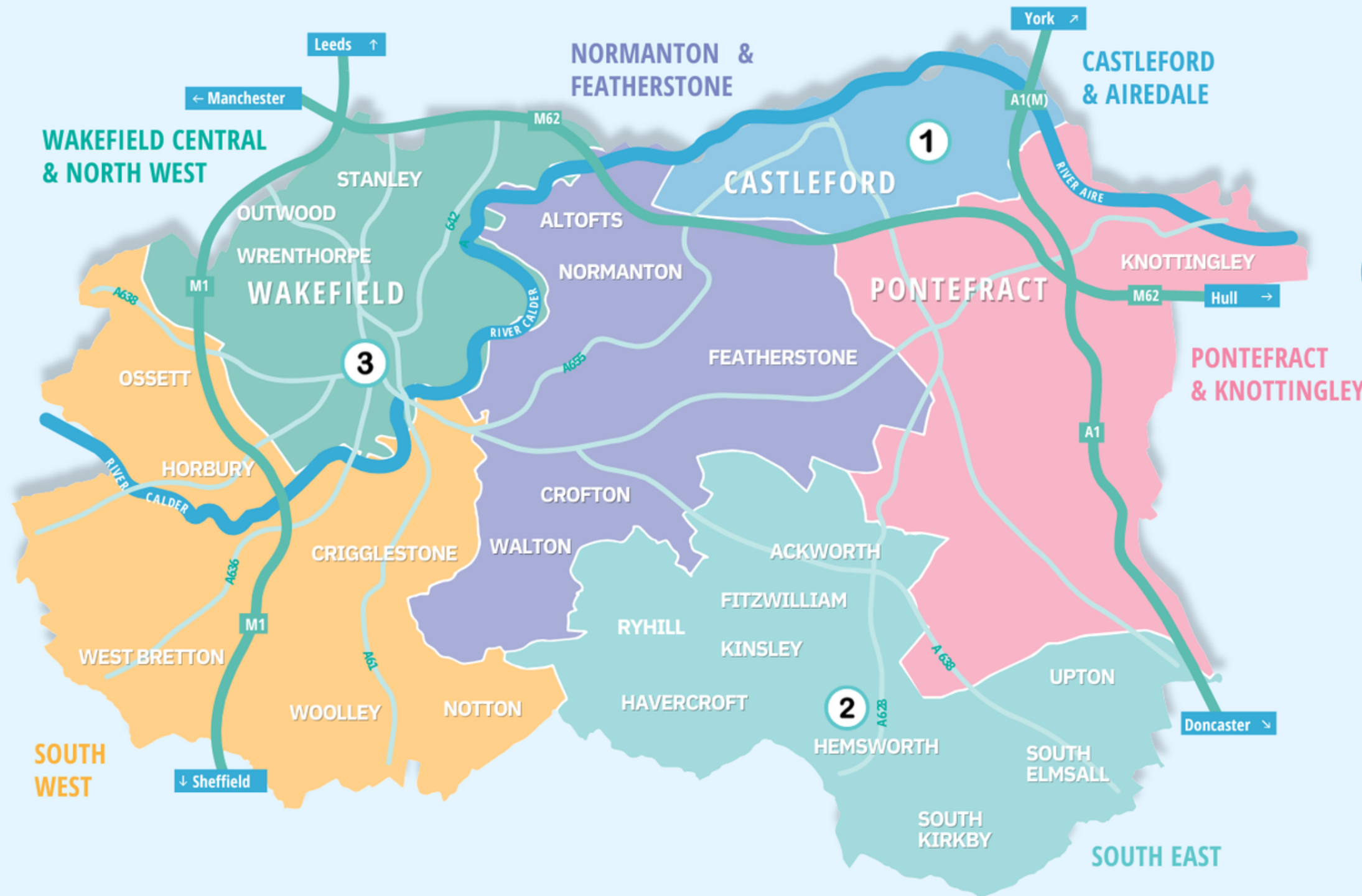


Wakefield Safeguarding Children Partnership (WSCP) supports local organisations who work or volunteer with children and families to work together to safeguard children and promote their welfare.

www.wakefieldscp.org.uk



YOUTH HUB LOCATIONS



1

The Hut Youth Hub The Hut Kershaw
Avenue, Castleford,
WF10 3ES.
01977 727622
youthhubthehut@wakefield.gov.uk

2

Platform One Youth Hub
Wakefield Rd, Hemsworth, WF9 4AB.
01977 727018
youthhubplatform1@wakefield.gov.uk

3

West Parade Youth Hub
5 West Parade, Wakefield, WF1 1LT.
01924 302665
youthhubcentral@wakefield.gov.uk

The **Team Around the School** leaflet is available on the WFT website along with **TAS** and **early help video clips** to help you learn more about the support available from Family & Youth Hubs and from the early help partnership. www.wakefieldfamilies-together.co.uk

