

SERVICES FOR YOUNG CHILDREN (SFYC)

(This flowchart is for SfYC services that work directly with children and/or their families and is not for Early Years education and childcare (EYE) providers as these are independent organisations)

Aim: To be aware of significant adults living with or having a significant impact on the lives of children.

On receipt of a request for support from the SfYC Inclusion Team

Privacy notification email from SharePoint Portage referral sent to the parent to enable SfYC to gather information on the child's family.



Initial home visits from the SfYC Inclusion Team

Prior to the first home visit a Portage Inclusion Practitioner (PIP) will contact the family to arrange an initial visit to the home. They will gather information from the parent/carer as to who will be present (at home during the visit) and check the child portal for any ongoing safeguarding concerns.

During the first home visit the PIP will gather further information giving the opportunity to ask about adults in the child's life and who will be present in the residence during future home visits. Also, for anyone who is present at the time of the initial home visit to be identified.



Ongoing home visits

Children receiving Portage will have regular home visits and contact from SfYC Inclusion team. This keeps SfYC professionals updated of any changes to the adults involved in a child's life. This will be recorded on SfYC systems and shared with other agencies as appropriate.

What questions should be asked?

- Who the adult is/ What is their name?
- Where does the adult live?
- Is the adult in the residence often?
- What is the relationship to the child/family?

What should be done with the information when it is gathered?

- It is part of the casefile recording.
- Where there are concerns, appropriate safeguarding and/or lone working procedures should be followed.