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**WEEKLY ALLOCATION MEETING (WAM)**

**What is the WAM?**

This is a meeting of managers across Early Help who assess referrals about children and young people 0-19 years (and up to 24 for those with a disability or special educational needs) and their families, to see what support could best be offered.

The Early Help Hub will accept referrals for young people and families who are high end level 2/low end level 3 as referenced in the Children’s Services Threshold document.

**When does the WAM meet?**

The WAM meets every Monday from 9.30-11.00. The outcome of referrals considered on a Monday will be feedback to the referrer within 48 hours of the meeting by e-mail. Subsequent contact from the service who accepted the referral should happen within the next 7-10 days.

**What agencies/services can I request support from by sending a referral to the WAM?**

You can request support from the following agencies/services by sending a referral to the WAM:

* Integrated Team for Families To access these services, you **have** to
* Break 4 Change make a referral to the WAM
* Parenting
* School Nursing
* Health Visiting
* Youth Employability Service
* Youth Support
* YMCA
* Mediation

The following services are **not** accessed by making a referral to the WAM, a referral needs to be sent to them direct:

* RUOK?
* Community CAMHS ( Tier2)
* Clinical CAMHS ( Tier 3)

**Who can make a referral?**

Any professional can make a referral on behalf of families when it is identified support is required , this includes social workers who are carrying out an Assessment but recognise need for immediate support/intervention or Social Workers planning to move Children in Need to Early Help support.

**How do I make a referral to the WAM?**

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Complete a referral form providing basic information about the family and outlining clearly why you/the family feel additional help is required and e-mail it to

earlyhelp@brighton-hove.gcsx.gov.uk. Referral forms can be found on the council website [www.brighton-hove.gov.uk/earlyhelp](http://www.brighton-hove.gov.uk/earlyhelp) or you can ask for one to be sent to you via email by calling the Early Help Support Team on 01273 292632.

**\*\*Referrals to the Early Help Hub require consent to refer and to share information from the client/s\*\***

**\*\*Referrals need to be submitted by 12:00pm on a Thursday to go to the following Monday’s WAM\*\***

Additional checks will be carried out against a range of databases to ensure we are as well informed as we can be about your referral.

**How do I find out the outcome of my referral?**

Your referral, together with the added information, will be discussed at the WAM then either:

1. You will be contacted after the meeting about the additional help we think could be offered and which service has been allocated the referral.
2. The referral might be passed on to the Early Help Mentoring Team to either:
* Look more closely into the case, because we feel we don’t know enough to make a decision.
* Offer you support as a professional (similar to previous ITF/CAF mentoring).
* Support you in accessing services that sit outside the Early Help Hub but who we think can help.