

**The Education Inclusion Service and the Families First Teams: easy 'ready reckoner' for the office wall**

Help required	Who to contact in the first instance
A concern that is <b>occurring on the school premises</b> and so we as a school are responsible	Education Inclusion Service- Inclusion Officer
A concern <b>linked to family issues and outside-school issues that are outside of school's control</b> such as domestic violence, mental / physical health issues, housing or financial issues, and parenting issues	Families First – Early Help Coordinator, Community Social Worker
<b>A serious safeguarding concern</b> at child and or family / home level	Refer to the Front Door
A concern about a <b>child's attendance / absence</b>	Education Inclusion Service initially - Inclusion Officer
A concern about a <b>child's presenting behaviours and needs in school</b> and so impacting on education	Education Inclusion Service initially – Inclusion Officer
A concern about a <b>child whose presenting behaviours and needs in school are putting them at risk of exclusion</b> either fixed or permanent	Education Inclusion Service initially – Inclusion Officer
A <b>child who is involved in low-level antisocial behaviour outside of school but they are <u>not yet known</u> to the Youth Justice System</b>	Families First – Early Help Coordinator
A <b>child who is involved in antisocial behaviour outside of school and <u>has become known</u> to the Youth Justice System</b>	Families First – Early Help Coordinator
A <b>child who needs a multi-agency response but this multi-agency group is not yet established or working proactively</b>	Families First – Early Help Coordinator
A <b>child who is at risk of not receiving a suitable full-time education or currently doesn't receive a full-time education</b>	Education Inclusion Service initially – Inclusion Officer
Advice and help to develop our <b>inclusive practice, our policies and our procedures</b>	Education Inclusion Service – Inclusion Officer
Advice and help on <b>developing our offer of Early Help and support</b>	Families First – Early Help Coordinator
Advice around <b>EHE</b>	Education Inclusion Service – Inclusion Officer
Advice around <b>children in employment and entertainment</b>	Education Inclusion Service – Inclusion Officer
Know more about <b>Family Group Conference</b>	Families First – Family Group Conference Coordinator
<b>Advice, guidance and support around the Lead Practitioner role and the use of the Graduated Pathway of Early Help and Support</b>	Families First – Early Help Coordinator
Know more about the <b>children and family centres</b> , what they can offer, and how to access this	Families First – Early Help Coordinator
Know more about what is <b>available for children and families in my community outside of school</b> and how to access this	Families First – Early Help Coordinator
Advice around <b>thresholds, risks, and levels of intervention; conversation in principle about an unnamed child</b>	Families First – Community Social Worker

