

THE MORAY COUNCIL

# The Role of the Named Person in Universal Services

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**Girfec Development Officer**

**[1<sup>st</sup> March 2012]**

This protocol will clarify the role of the Named Person for an individual child or young person. It will complement the Local Integrated Assessment and Planning Procedures which have been developed in line with Getting it right for every child.

## **The Named Person**

The role of Named Person is an integral part of the Scottish Government *Getting it right for every child* national programme, is embedded within the universal services of Health and Education and is a single point of contact for every child or young person.

The role of Named Person supports and promotes partnership with parents and facilitates early intervention when a child's needs are identified. In Law, parents have a duty to safeguard and promote the health, development and welfare of their children. The role of Named Person must be one which supports and helps parents to fulfil this responsibility.

At times, a family member's or professional's concerns about a child or young person may increase due to one or more factors. In these circumstances, it is important that the family knows who they can turn to in order to share worries, seek advice or be signposted to other services. Parents and children's views and wishes must be taken into account by all services in any intervention resulting from this.

The giving and sharing of information, assessment and planning about the child or young person must be co-ordinated, structured and focussed. The Named Person will be integral to this process and the role will support Moray's Local Integrated Assessment and Planning Procedures (LIAP).

## **The Named Person:**

Nationally, the role is embedded in universal services and is dependent on the age of the child or young person:

- |                                   |                  |
|-----------------------------------|------------------|
| • Pre birth to 10 days            | Midwife          |
| • 11 days to Primary School entry | Health Visitor   |
| • Primary and Secondary School    | School allocates |

**0 – 10 days****Midwife**

Before and until 11 days after a baby is born, the Named Person for the child is the Midwife assigned to the family. Where there are potential needs identified for an unborn or new born baby, the Named Person must follow the LIAP procedures and, where the risk is actual or potential child protection requiring immediate action, their agency's child protection procedures. The Named Person supports early intervention and provides a first point of contact for parents at this early stage in a child's life.

In some cases, the Midwife will remain involved with the family until 28 days after the birth, in line with their legal responsibilities; however, the role of Named Person will still transfer over to the Health Visitor.

**11 days – enrolment in Primary School:****Health Visitor**

From Day 11, the Midwife will transfer the child's record to the Health Visitor who will then take on the role of Named Person until the child is enrolled in Primary School. It will be appropriate for the Named Person to liaise closely with nursery or pre-school staff where the child has regular contact with a nursery school or a pre-school placement. In Moray, the responsibility for this lies with the Health Visiting Team. The Named Person supports partnership between the family and Primary Health Services to promote early intervention and proactive services.

**Child enrolled in Primary School:****Head Teacher**

For a child enrolled in Primary School, the Named Person is the Head Teacher for all children. The Head Teacher, however, can identify a relevant member of the Senior Management Team to be the Named Person if it felt that this is in the best interests of the child. Information on whom the Named Persons are within the Primary School must be communicated to children and families by the insertion of information into the school handbook (example below).

**Child enrolled in Secondary School:****Head Teacher; Principal Teacher – Pupil Support/Guidance Staff**

For a child enrolled in Secondary School, the overall responsibility lies with the Head Teacher, however he/she would normally identify a Principal Teacher – Pupil Support/Guidance Staff to undertake this role. Delegation to a member of staff must

be in the best interests of the child. Information on whom the Named Persons are within the Secondary School must be communicated to children and families by the insertion of information into the school handbook (example below).

An example of possible text which could be inserted into school's handbooks is noted below

### **Getting it right for every child**

*"The Getting it right approach includes the requirement that every child has a "Named Person" within school, to act as a point of contact for families, other professionals and the community.*

*For parents this means having someone to talk to if you are worried about any aspect of your child's well-being. For example you might have concerns about how your child is developing, how they are coping with homework, or a worry about something that has changed at home.*

*Your child's Named Person will work with you to sort out any further help, advice or support if you need it.*

*Your child's Named Person will also discuss any concerns they may have about your child with you at an early stage, and help you to organise support from other services if required, to ensure the right help is offered to your child at the right time in a co-ordinated way.*

### **Primary school**

*Within Primary School the Head Teacher will usually take on the role of Named Person. They can however ask someone else in the school's management team to take on the role depending on your child's needs."*

### **Secondary school**

*In Secondary School, the overall Named Person responsibility lies with the Head Teacher, but he/she would normally delegate the role to the Depute HT or a Principal Teacher with a Pastoral/Support role within the school."*

Schools may then add a further paragraph indicating the specific Named Person for the children, or groups of children, in their school.

### ***Child/Young Person enrolled in Secondary School who has an enhanced curriculum.***

If a child or young person is enrolled with a Secondary School, yet attends another learning environment for some of or all of their school time, e.g. college or training placements, the role of Named Person will be retained within the School, as described above.

Where contact with the Named Person is required during the school holidays contact should be made with the Duty Officer, Education and Social Care, Moray Council.

Reporting concerns about a child or young person should not be delayed due to the absence of the Named Person and schools will have a protocol for dealing with situations where the named person is absent for any reason.

***Child /Young Person not currently engaged with universal services.***

***Duty Social Worker***

Should it be established that a child or young person does not currently have a named person in universal services; concerns about the child should be reported directly to the duty social worker for the area.

**The Role of the Named Person:**

The Named Person is the person who:

1. Is the first point of contact for the family giving or sharing information:
  - Making sure that information sharing and interagency policy and practice on this is effectively explained to the child/family
  - Making sure that children and families give their consent to any sharing of information about them
2. Is the first point of contact for other professionals giving or sharing information in line with interagency policy and practice on this:
  - Making sure that children and families are informed when information is shared
3. Is responsible for maintaining and updating their own agency record and has a knowledge of where and how to access other relevant records in their own agency.
4. Makes sure that the child's/young person's and parents/carers' views and wishes are taken into consideration and recorded in single agency decision-making processes.
5. Makes sure that the single agency record is kept up-to-date and is accurate:
  - Ensuring core information about the child/young person is kept up-to-date

- Ensuring information shared from his/her own agency with other agencies is accurate, up-to-date and subject to consent
6. Makes sure that a plan exists from their own agency when a child is identified as requiring additional support, in collaboration with relevant colleagues:
    - Reviewing a single agency plan, recording decisions and progress made
  7. Leads on implementing and co-ordinating support from their own agency:
    - Co-ordinating any initial intervention at a single agency level to meet a child's identified need, in collaboration with relevant colleagues
    - Chairing a single agency child's meeting if one is required, or requesting that this role be undertaken by a relevant colleague, dependent on the best interests of the child
  8. May initiate multi agency support, involving the child or young person and parents/carers from the first point of contact:
    - May initiate multi agency working by contacting other professionals, in consultation with the child and family, and with consent to share information (Local Integrated Assessment and Planning (LIAP) procedures)
  9. Works in partnership with colleagues to ensure the single agency plan is informed by those who can meet the child's needs best.
  10. Continues to be the main point of contact for their own service, for the child and family and other professionals, even if a Lead Professional is appointed.

### ***Requesting Assistance with Specific Tasks:***

The role of Named Person will be undertaken by specific individuals, however, that individual may, in collaboration with colleagues and the family, identify another professional, who could be better placed to carry out certain tasks associated with the Named Person role (as previously described.)

Both professionals, however, must be in agreement that this devolution of tasks is in the best interests of the child or young person.

This does not mean that the role of Named Person is transferred – the Named Person remains the person identified within universal services, only the identified tasks are transferred, but the Named Person retains an overview of and responsibility for the completion of those tasks.

The Head Teacher or Guidance Teacher may, for example, request that a Home/School Link Worker be involved in order to seek and record the views and wishes of the child/young person if one already has a good working relationship with

the family. It is imperative; however, that the Named Person maintains an overview of the work with the child and family and carries out the other aspects of their role, ensuring a good working relationship with the child is maintained.

Support services around the Named Person are very important. The Named Person may also, in collaboration with colleagues, identify other professionals to undertake certain supportive tasks.

For instance, an administrative assistant within their agency may be more able to undertake some of the administrative tasks associated with the Named Person's responsibilities.

Administrative tasks refer to those duties which provide practical support, such as arranging and booking a venue for a meeting; typing up minutes; issuing letters of invitation to meetings or inputting relevant case information onto a database. Administrative tasks do not cover any direct work with the child and family. Supportive roles such as this will ensure the Named Person can more effectively concentrate on building a relationship with the family, child and other professionals involved.

### ***Communication between the Named Person and the child and family:***

Families must be informed about the Named Person role by universal services at the first point of contact made by that service or agency. Health staff will explain the role to the child and family at their first direct contact with that family, ensuring sufficient information is given about the role. Each school is responsible for inserting information into its school handbook to inform parents and children about the process of allocation of the role of Named Person.

### ***Communication between Services and the Named Person:***

#### **Services:**

By identifying the age of the child, services should be able to make clear links with the agency from which the Named Person has been appointed (see above). Contacting the appropriate Hospital, GP surgery (for Health Visiting Team) or School should ensure that the person wishing to share information about a particular child is signposted to the Named Person directly.

#### **The Reporter to the Children's Panel:**

The Children's Reporter has a statutory role to receive information regarding any concerns about a child or young person from any professional or member of the public and to investigate these concerns. It is his/her role to establish if sufficient grounds for referral to a Children's Hearing exist. Consequently, all professionals, with relevant duties in mind, must make a judgement about also passing on concerns to the Children's Reporter.