



Working together to reach your goals

3rd sector organisations and local delivery of services to children and young people

3rd sector organisations play an important role in supporting the Every Child Matters outcomes and in helping to deliver the Children and Young People's Plan. In Buckinghamshire the delivery mechanism for prevention and early intervention is the Local Delivery Framework. In order to be part of this there are some pre requisites

What is local delivery?

It is the way that all agencies work together to identify children and young people who have unmet needs, at an early stage, so that intervention can make a difference. Services are organised around 8 Local Delivery Areas (LDAs)

How does it work?

There is a range of processes that everyone will follow so that there is a consistent procedure. These are known as integrated processes.

What do organisations wanting to play a role in local delivery need to do?

The table below outlines the main standards.

(If your organisation wants to apply to the Local Delivery Resources Panel for funding under £50,000, or to tender to BCC for funding over £50,000, there will be additional requirements. Information on these is available from: - ldrfunding@buckscc.gov.uk)

These are the standards: -

Safe recruitment	The safety of children and young people is at the heart of what we do. You will need to ensure that you use safe recruitment practices and this includes CRB checking and the taking up of references.
Policies	You will need robust financial and governance

	arrangements, and to undertake risk assessments on your activities. You will also have policies on Equal Opportunities, Diversity and Child Protection that are embedded in your practice. Are these paper exercises or do all your staff and volunteers understand the impact the policy should have on the way they work?
Data and records	You will need to comply with the Data Protection Act 1998, and store information safely. You will also need to have thought about how long you keep records, how you dispose of sensitive paper based information and how you deal with a request from a service user to see the information you hold on them. You will need to sign up to the multi-agency protocol on sharing information.
Insurance	Adequate insurance or public liability indemnity through a parent organisation
PROCESSES	
CAF (Common Assessment Framework)	CAF is a universal generic assessment of the needs of a child or young person. Not every organisation will need to be a CAF completer, but many of you will be involved after a CAF is completed elsewhere, when support is coordinated for a child/young person or family. You might have a concern about a young person, and one of the things you can do is to check with the Local Delivery team to see if a CAF has already been completed, (phone 01494 586363 – the Local Delivery team). CAF is never a substitute for action when you think there is a child protection situation.
Team around the Child meeting (TAC)	When a CAF has been completed and submitted, one of the outcomes is to call a meeting of all interested parties with the family and the CAF completer to agree a joint action plan and some milestones and a review date. There is an important role for the voluntary sector in delivering support and being part of the TAC. This role will be easier if workers have attended the CAF training, and managers understand the working of local delivery. All members of a TAC must have been CRB checked.
Information Sharing	Underpinning all joint working, and in particular CAF (Common Assessment Framework) and ContactPoint is Information Sharing . Every service that wants to contribute to local delivery needs to ensure that its practitioners are up to date on how and when to share information and what confidentiality means.
ContactPoint	This is the national online directory of all children and young people in England. It is a project in itself, although it is one of the integrated processes. Some voluntary organisations will want to access the directory to see if there is a CAF and a Lead Professional and to see who else is working with the young person. Some will want to use a mediator to look for them. In all cases information sharing, an enhanced CRB check.. Some organisations

	may also want to supply information to the directory. For questions about ContactPoint please refer to Pam Curtis pcurtis@buckscc.gov.uk 01296 382955
Lead Professional	Voluntary agencies will need to decide if their workers can take on the role of Lead Professional. There is no reason why not but it will depend on time and capacity issues. There will be cases where the volunteer is the most appropriate person and this is what the family/young person would prefer.
eCAF	From the end of 2009 there will a national website where CAFs can be created, stored and accessed. Access to this will be similar to ContactPoint (see above) and procedures will be written once it is clearer how the system will work.
TRAINING	
Information sharing Mandatory	There will be an on-line learning course that staff will need to complete. The organisation needs to sign the multi-agency information sharing protocol for children and young people.
CAF	It is possible to complete a CAF without attending the training but the session covers the whole local delivery process. The quality of the CAF and the understanding of the completer are improved as a result of training
Lead Professional	The functions and tasks of the Lead Professional need support and this is offered by a 2 hour workshop
ContactPoint	ContactPoint training will be required for those who want to use it

If you want to discuss local delivery please contact Sue Martin, Director Youth Focus, 01296 631911, office@youthfocus.org.uk , or Liza Wormell, Project Manager Integrated Processes, 01296 387754, lwormell@buckscc.gov.uk