

Glenbrae Children's Centre GIRFEC Pathway

If a staff member has a concern about a child they should raise this with SLT and complete Wellbeing Concern Form (Appendix 1).

Key Worker and SLT agree there is a need for further observation and assessment (*Record on Wellbeing Concern Form*).

No concern. Continue to monitor within everyday practice.

Depending on each individual child the decision will be made to observe and record over an agreed period of time. (*Appendix 2 - Observation sheet 1 should be used*). Following observations and professional dialogue a decision will be made on assessment tool to be used. This can be from a choice of I Can Talk Checklist (SLC) or Circle Observation Tool (Overall Development). For a more in depth assessment TEACH Talk can be used – (*all located in GIRFEC Folder in office*).

SLT/ Key Worker share concerns with parents/carers and discuss next steps (*Record on Wellbeing Concern Form*). Permission can also be sought from parents to discuss child at Joint Support Team Meeting (*Record on Wellbeing Concern Form*).

Once agreed timeline has been reached SLT/ KW meet with parents/ carers to share assessment and observations. Permission can also be sought from parents to:

- Discuss child at Joint Support Team Meeting.
- Contact other agencies.
- Arrange TAC Meeting.

(*Record on Wellbeing Concern Form*).

TAC Meeting (Solution Orientated Meeting) held and Action Plan created (Appendix 6). These will be reviewed in 3 months with parents/ carers. Use recording sheet 2 (Appendix 7) or KW's own notes.

SLT will initiate meeting with parents/ carers, keyworker, health visitor and any other agencies involved and the following will be discussed:

- Child's progress.
- Action plan reviewed and next steps planned.
- Is there a need to involve other agencies?
- Contact Educational Psychologist?
- Refer child to ASN Monitoring Forum or Authority Screening Group?

Minutes of meeting will be recorded on a Wellbeing Assessment (Appendix 4).

All paperwork from this meeting will be agreed and signed by parents/ carers and shared with TAC.

This will be an ongoing process until Team around the Child agrees otherwise.

- Once a staff member begins this process with a child a GIRFEC File (Appendix 8) and Chronology (Appendix 9) file must be opened.
- All paperwork read by parent/carer must be signed and dated.
- The KW and SLT will lead this process.
- Children can move between pathways and this should be recorded on GIRFEC File (Appendix 8)

Universal Enhanced Universal Collaborative Enhanced Collaborative
The majority of Glenbrae children will be on Universal or Enhanced Universal Pathway however there will be children on Collaborative or Enhanced Collaborative.

