

# Children's Centre Registration - PROCESS

## FAST

**FAST Referral received**

Performance Assurance produce a protected spreadsheet detailing: names, ICS Number, address, named SW, type of Social Care Intervention which is stored on a shared area.

## TARGETED

**Children's Centre**

Children's Centre Support Assistant accesses the Social Care data produced by Performance Assurance and checks Soft Smart to establish if the child is registered

Registered?

End of process

Registration 'awaiting consent' recorded in Soft Smart as soon as the Social Care data has been received

Children Centre Leader (CCL) and/or PS contact Key Worker and discuss H&S concerns regarding visiting the family

Safe to Visit?

Talk to the family and if/ when risk is manageable, repeat process back to CCL/PS

End conclusion is that risk is not manageable, record on Soft Smart

Key worker advises the family that they will receive a visit from the Participation Worker to complete the registration

Wish to proceed with registration?

CC sends standard letter to the family

Participation Worker to visit the family with a welcome pack and completes registration

Registration updated in Soft Smart

Visit logged as a contact in Soft Smart

If family refuses, and wishes to 'opt out' of registering the child record this in Soft Smart

If child attends CC outside Lincs record this in Soft Smart

End of process