

### What is a Key Person?

A Key Person is required when an Early Help Assessment has been completed and a number of different services/agencies have been identified to support a family. The Key Person can come from any service and the family must agree to them taking this role.

### The responsibilities of a Key Person:

- Act as a single point of contact for the family
- Coordinate the package of support and monitor progress
- Ensure all multiagency partners are kept updated of progress (6 weekly as a guideline). *If required* hold multi-agency 'Team around the Family' meetings and/or ask for the case to be put on the agenda at the nearest locality Family Network Meeting (FNM) for discussion, advice and guidance.
- Keep the Early Help Coordinator team informed of the progress of the case and complete the case closure report when the EHA closes
- Reduce overlap and inconsistency in the services received

### What needs to be considered when **identifying a Key Person**?

The following should be considered when identifying which practitioner should take the role of Key Person:

- The wishes of the child, young person and family
- The predominant needs of the child, young person or family
- The skills, ability and capacity to provide a leadership and coordinating role in relation to other practitioners involved with the family
- The level of trust built up with the child, young person or family
- Previous or potential relationship with the family
- An ability to draw in and influence universal and specialist services
- An understanding of surrounding support systems available to support the universal and specialist services