

# Access Pathway

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**Access Pathway** is a single route for those children and young people up to 19 years where support has already been accessed and tried but further specialist intervention or assessment may be required.

**This includes children and young people with complex needs across:**

- Speech, language and communication
- Difficulties with social interaction
- Learning difficulties
- Neurodevelopmental difficulties
- Sensory difficulties

Alongside these you may also see social, emotional and mental health difficulties.



# Who should refer into the Access Pathway?



**Referrals are accepted from any health, education or social care professional.**

**All referrals should be completed jointly with the parent/carer and child/young person.**

**Led by a professional who knows the child/young person best (e.g. if the child is in school, it is likely the author/lead professional will be from a nursery/school).**

**Whoever completes the referral will be the central point of contact for the Access Pathway team and the family throughout the process.**

**If you are not sure about whether it is the best time to refer please contact the Access Pathway Team – on (01472) 323998 or email [access-pathway@nelincs.gov.uk](mailto:access-pathway@nelincs.gov.uk)**



# How to refer to the Access Pathway



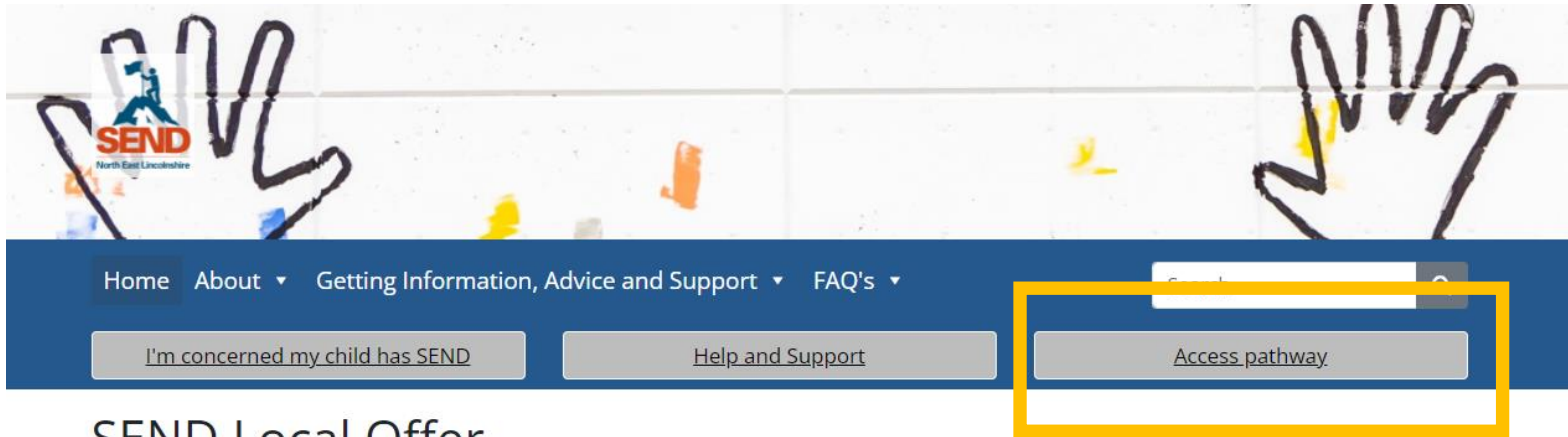
**To submit an Access Pathway referral form we require a completed referral form including consent from the child/young person's parent/carer to be sent to [Access-Pathway@nelincs.gov.uk](mailto:Access-Pathway@nelincs.gov.uk). The form can be found [here](#)**

**There is also information at the end of the Access Pathway referral form to give parents/carers and children/young people for additional support, advice and guidance during the process.**

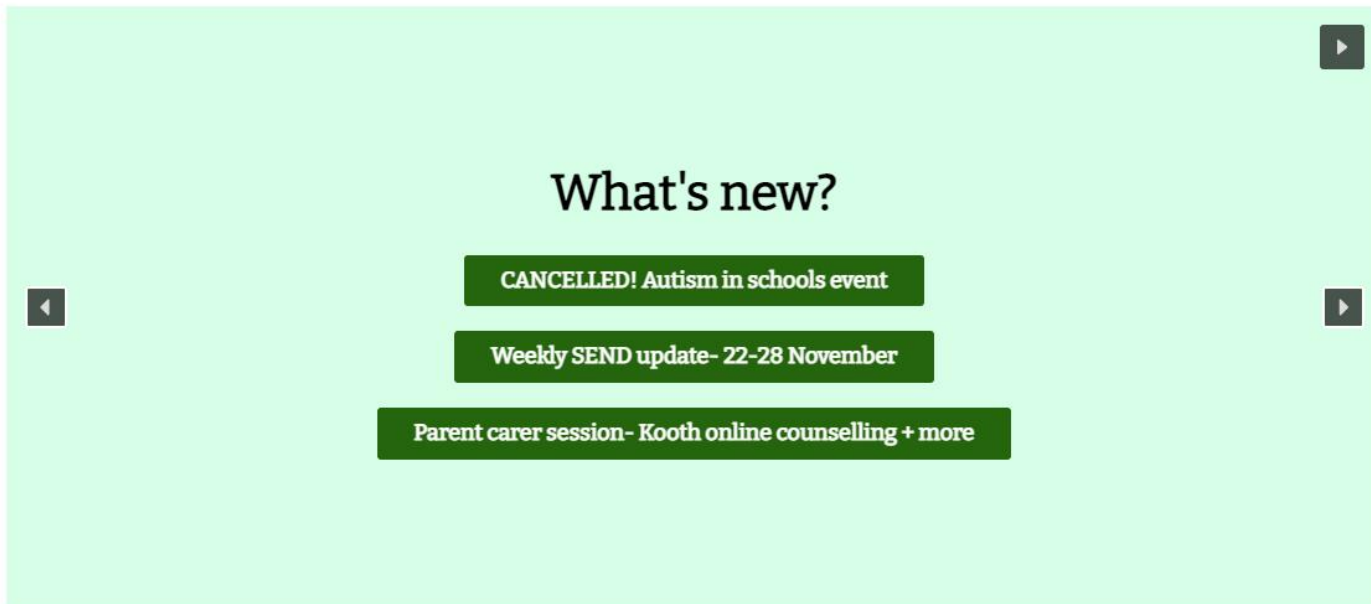


# How to find it...

<https://sendlocaloffer.nelincs.gov.uk/>



SEND Local Offer



The **Access Pathway** is looking for evidence in the referral form and supporting documents (e.g. reports from specialist services) that needs have been identified and that support has already been accessed.

**Please include:**

Descriptions of the difficulties and behaviours across **all settings**

How has the child or young person has **responded** to this support ?

What **difference** has it made?

**What else** needs to be put in place to support these needs?

Who have you **signposted** to?

What other **services** have been consulted as part of the referral?

Consider looking at the referral as a **timeline**... when did the difficulties first start, what has been done since, who has been involved etc.



# Something we would like you to remember...

**Please note Access Pathway cannot accept referrals without the consent of the individual or their Parent/Guardian given as part of the referral form.**

**If the child is 14+ please consider consent under Fraser Guidelines**



# Common reasons why referrals do not progress through the pathway...

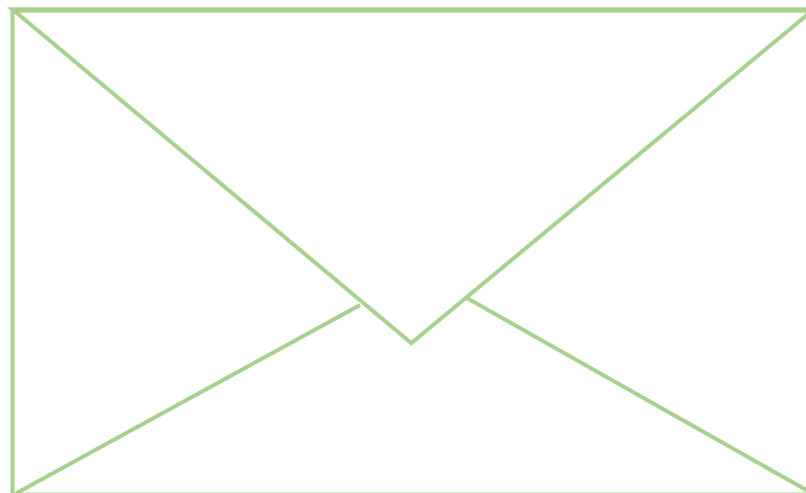


- If basic needs have not been considered by educational settings and Early Help **services have not been accessed**. You should work with the parent/carer and CYP to identify what support can be offered in their locality before referring to the Access Pathway. To do so please contact the nearest Family Hub.
- If there is evidence of needs but these are **not suggestive of complex difficulties** (e.g. there is only one need or the needs described appear temporary) then we may suggest a referral to a single agency.
- Where **insufficient evidence** is presented, the Access Pathway will contact the author/lead professional to request further information which may significantly delay the referral.





**Once you are confident that you have completed the referral and gathered the appropriate evidence please submit this to:**



**[access-pathway@nelincs.gov.uk](mailto:access-pathway@nelincs.gov.uk)**



# What happens next?



**The referral is screened by the Access Pathway team and allocated to a panel date if accepted.**

**Parent/Carers will receive a letter from Business Support to inform them of the outcome of screening – whether this has been accepted/declined.**

**If accepted, the author will receive an email from Access Pathway inviting them to attend the panel and discuss the child/young person with the multi agency group. They will be given at least 2 weeks notice for this meeting.**

**The parent/carer will be contacted by phone 1-2 weeks before panel to gather any additional concerns to share with panel and additional information that may be helpful. This also includes going over the current process and any changes due to COVID. Post panel process is also discussed.**

**If it is felt that there are any other professional who would benefit from attending the panel to best represent the child/young person please advise the Access Pathway Business Support to make arrangements for invitation.**



# What to expect at panel...



**The Access Pathway Panel is a multi-agency group with a wide range of specialist skills and knowledge. The members of the Panel are experienced in working with children and families and will consider a holistic approach to making recommendations for the CYP and their family. The panel representatives may include:**

- Prevention & Early Help Practitioners**
- Young Minds Matter**
- Educational Psychology**
- Paediatrics**
- Children's Social Care**
- Children's Disability Service**
- Early Years Teachers**
- Special Educational Needs Service**
- Specialist Advisory Service**



# Next steps...



**The author will be invited to take part in the discussion to share the voice of the child and the family as well as any specific setting concerns.**

**The panel may ask the author a few questions such as:**

- What has been tried before and has/hasn't worked?**
- What are your worries?**
- Can you tell us a bit about the child and their family?**
- What are you hoping to get from today?**
- What does a crisis look like for this child and how does that happen?**

**A joint discussion is then held with author/lead professional to discuss the points raised and the panel facilitator will then summarise the recommendations and next steps in agreement with the author/lead professional**

**All decisions are made jointly and individual opinions or comments made within the meeting should remain confidential.**



# Next steps



**The parent/carer will receive a letter of recommendations made at panel. The author/lead professional will be asked to contact the parent/carer after the meeting to discuss the recommendations of the panel and they will also receive a copy of the letter.**

**A copy of the letter will also be sent to the child/young person's school and GP.**

**The author/lead professional will be the main point of contact for the parent/carer and will be tasked with providing a brief written update where requested to panel via email to:**

**[access-pathway@nelincs.gov.uk](mailto:access-pathway@nelincs.gov.uk)**

## **Is a review required at panel?**

**If a child's needs have already been discussed at panel and the recommendations have been implemented, however the concerns still remain you may request a review.**

**If the original author is no longer involved with the child, any professional who knows the child well can request a review at Panel. You can also contact the Access Pathway Coordinator for advice or to request this review yourself. The professional requesting the review can do so by completing the Review from which can be found [here](#).**



# Questions



**If you need to discuss a new or existing referral,  
email:**

**[access-pathway@nelincs.gov.uk](mailto:access-pathway@nelincs.gov.uk)**

**where your enquiry will be able to signposted to  
the most suitable person.**

