

Livewell Southwest

**Working in Partnership with Early Years  
Settings: Guidelines for the Health Visiting  
Service**

Version No 3

**Notice to staff using a paper copy of this guidance**

**The policies and procedures page of Intranet holds the most recent version of this guidance. Staff must ensure they are using the most recent guidance.**

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## Reader Information

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## Document Review History

Version no.	Type of change	Date	Originator of change	Description of change
0.1	New document	August 2010	Deputy Head of Service	Document written
0.2	Amendments	October 2010	Deputy Head of Service	Amendments following consultation
1	Ratified	Nov 2010	Service Lead	Ratified
1.2	Reviewed	September /October 2012	Clinical Lead	Update to reflect organizational change and following consultation
2	Ratified	Nov 2012	PRG	Ratified
3	Reviewed	November 2014	Clinical Education Lead	No changes

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# **Working in Partnership with Early Years Settings: Guidelines for the Health Visiting Service**

## **1 Introduction**

- 1.1 In order for the Healthy Child Programme to be delivered effectively and consistently it is important for all agencies involved with children to have clear channels of communication. Good communication between Early Years settings and the health visiting team will encourage the giving of consistent health messages, early identification and intervention when a child and family are experiencing difficulties which impact on the child's development, and promote confidence in appropriate and timely information sharing.

## **2 Purpose**

- 2.1 To establish clear guidelines that facilitate the communication between early years settings and health visiting teams within the localities.

## **3 Early Years Settings**

- 3.1 The early years setting will be provided with the contact details for the health visiting team in the locality in which they are situated. The list will be updated on a three monthly basis by informing the Early Years Service who will disseminate the information.
- 3.2 This will enable early year's staff to have contact with a health professional to discuss general health issues or to make a referral (with parental consent) should they have a concern about the health or development needs of an individual child.
- 3.3 Any compliments or concerns about services provided by the Health Visiting service can be fed back to the team manager or the Chief Executive, Livewell Southwest, c/o complaints department, Local Care Centre, Mount Gould, Plymouth.

## **4 Community Public Health Nursing team.**

- 4.1 The team manager or health visitor will respond to contact from an early years setting. This may be dealt with by telephone or require an arranged visit to the early years setting to discuss any general health issues in a face to face contact. Any referrals regarding individual children must have parental consent for referral to the team.
- 4.2 Any compliments or concerns identified by the health visiting team regarding the early years setting can be fed back to the Early Years Safeguarding and welfare officer based at Windsor House.

**All policies are required to be electronically signed by the Lead Director. Proof of the electronic signature is stored in the policies database.**

**The Lead Director approves this document and any attached appendices. For operational policies this will be the Locality Manager.**

**The Executive signature is subject to the understanding that the policy owner has followed the organisation process for policy Ratification.**

Signed: Director of Operations

Date: 5<sup>th</sup> February 2015