**Flow chart of referral process to Sefton Mental Health Support Team (MHST)**

Process Responsibilities

Teacher to CPOMS conversation and direct parent/carer to school’s mental health page on website for further signposting or ask parent to obtain and return a CYP1 consent form from the office. Class teacher to explain that their child may not be suited to MHST support but this will be triaged during a consultation with MHST team leader and Mental Health Lead.

Parent or carer raises concern over a child’s mental health and / or wellbeing.

Process Responsibilities

Teacher to give Mental Health Lead the completed and returned CYP1 form.

Mental Health Lead to CPOMS form and discuss child’s case (possibly alongside the class teacher) with MHST team leader for triage and advice.

Parent or carer returns CYP1 form to class teacher.

Process Responsibilities

Mental Health Lead to discuss child’s case with MHST team leader and action a CYP1 referral if deemed appropriate.

See ‘process’ to the left.

Additionally, Mental Health Lead to record child’s referral onto CPOMS and upload referral reference.

Class teacher to inform parent/carer that the referral has been actioned and the child will be supported as and when the waiting list allows.

Process Responsibilities

MHST to contact the family to arrange a referral time and place.

Mental Health Lead to allocate rooming for assessment and intervention. To be recorded in school diary on SIMS.

Parent/carer to attend assessment meeting.

MHST to assess child and complete an assessment with parents/carers

Process Responsibilities

MHST to complete intervention as appropriate.

Mental Health Lead to be updated regularly by MHST and updates to be recorded by Mental Health Lead on CPOMS.

Appropriate intervention to be completed by MHST with either child or parent/carers.

Child to be discharged from MHST upon completion of intervention sessions.

Process Responsibilities

Teacher to be sent discharge letter by MHST and to CPOMS this.