

Nottingham & Nottinghamshire Children and Young People Keyworking Service Pathway Guidance

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The Autism and Learning Disability Keyworking Service (0-25 years) provides **support for children & young people who are at risk of hospital admission or who have been admitted to a mental health hospital**. More information about the Keyworking service can be found here www.england.nhs.uk

1 REFERRAL AND INITIAL ASSESSMENT

Referral – to be considered for a referral to the Keyworking service the child or young person must have a diagnosis of a learning disability and/or autism and be on the Dynamic Support Register (DSR), RAG rated at red or amber (information about the DSR can be found here [NHS England - A Guide to the DSR](#) and also here [DSR RAG Rating](#))

To find out how to refer to the DSR, please talk to your health, education or social care professional. Self referrals can be made to the DSR, however, this must be done with help from a health, education or social care representative.

Once referred to the DSR, the need for a referral to the Keyworking Service may be identified if the child or young person is in need of additional support and is RAG rated red or amber.

Keyworking Service Initial assessment – once referred, a Keyworker will contact the family/carer to arrange to meet with the child or young person, their family and other relevant professionals to understand the child or young persons specific needs, strengths and goals.

2 ASSIGNMENT OF A KEYWORKER

Following initial assessment, an assigned Keyworker will become a primary contact for the child/young person & their family. The Keyworker will support to co-ordinate all care and support services and provide a consistent point of contact.

3 DEVELOPING AN ACTION PLAN

Collaborative planning – the Keyworker will liaise with the child/young person, family and education, health and social care professionals (e.g., educational psychologists, social workers, healthcare providers) to create a holistic care plan and ensure plans are progressing to meet the needs of the child or young person.

Personalised goals and support – the plan will identify specific goals, gaps in service provision, timelines, and steps required to achieve better outcomes. It will consider educational provision, healthcare needs, social care and family support.

4

CO-ORDINATED SERVICE PROVISION



Regular communication – the assigned Keyworker will communicate regularly with the family, service providers, and relevant agencies to ensure services are being delivered effectively.

Flexible adjustments – the plan may be adjusted based on the child or young persons evolving needs or unexpected challenges, ensuring that interventions remain appropriate and timely.

5

CARE EDUCATION & TREATMENT REVIEWS (CETR) – The child or young person may be referred for a CETR/CTR. The Keyworker will ensure any CETR recommendations are implemented and flag any concerns, risks or quality issues to those responsible. Information about CETR's can be found here [CETR](#) . Further information about CETR's and DSR RAG rating can also be found here [CETR Infographic with RAG Rating](#)

6

TRANSITION TO ADULTHOOD (as applicable)



Transition to adult services – If a Keyworker is working with a young person approaching adulthood, the Keyworker will help their transition across to adult services

The transition phase includes ensuring continuity of care, linking with adult services and preparing the young person and family for the change in services.

7

ONGOING MONITORING AND SUPPORT

Regular reviews – the keyworker will review progress regularly with the team of professionals supporting the child or young person and will adjust the action plan as needed. Reviews will include feedback from the child or young person and family to ensure needs and goals are being met.

8

DISCHARGE & FOLLOW-UP

Discharge from the service – once the child or young persons goals have been met, the Keyworker service will step down and the child or young person will be discharged from the service. Discharge will include a final review and a plan for future support resources if needed.

DSR – The child or young person will either remain under continuous review on the DSR or, if discharged, they may be added back to the DSR if their circumstances change or worsen.