Planning an Assessment

Being planned & organised for completing an assessment with a family will help to give the family confidence in you and build a trusting relationship where the family can be open and honest.

Explain & secure signed ‘consent’

Let the family know that by giving consent you will be able to ensure the family receives the best service and support for them and their children.

Tell the family who will you share information with and how it will be stored.

Keep a signed copy of consent with your records.

Input name and date on the electronic form stating the signed copy is held with you.

Gather basic details

Names of the children in the family

Are there any other siblings elsewhere?

Who else lives at the address?

Which services are supporting the family?

Check if an Early Help Assessment already exists

Contact your Early Help Coordinator who will find out for you.

If there is an EHA in place you will be given details of the Lead Practitioner (LP)/ Social worker (SW)

Contact the LP/SW and share your concerns

REMEMBER TO TELL THE FAMILY-

If at any time you feel the child is at risk of immediate harm you will follow the Local Safeguarding Children’s Board procedures.

REMEMBER

If a family doesn’t give consent to do an EHA contact your EHC to discuss whether a referral to the Integrated Front Door should be made.

Talk to the family, including the children about the assessment process

What is it?

What is it for?

What will happen next?

What are the benefits?

Agree where & when it will take place

Use an approach & style that suits you, the family & the situation

REMEMBER

The person capturing the voice should be someone the child trusts and has a good

relationship with.

Capture the voice of the child

Use age appropriate resources

Show the resources to the parents first

Agree who will carry out the conversation, where, when & how

Speak to other professionals engaged with the family

What other relevant information is there?

List additional information from professionals in the EHA

REMEMBER

Contact your EHC if you need any guidance

Establish who in the family will be involved in the EHA

Include all children under 18 – not just the child for whom the EHA was initiated. Recognise that they may not continue into the TAF if they have no further needs.

Are there any communication needs?

How will you address these?

REMEMBER

Contact your EHC if you need any guidance

Speak to other professionals engaged with the family

What other relevant information is there?

List additional information from professionals in the EHA

REMEMBER

The person capturing the voice should be someone the child trusts and has a good

relationship with.

Capture the voice of the child

Use age appropriate resources

Show the resources to the parents first

Agree who will carry out the conversation, where, when & how

Plan ahead!

The initial Team Around the Family (TAF) meeting should be approximately 10 days after the EHA has been completed.

Agree a series of possible dates with the family

Contact the agencies who might be involved in the TAF to get their availability

Remember – Your EHC is there to support you throughout every step of the process and will provide guidance. You are not on your own.

Completing an Early Help Assessment (EHA)

Set the scene

Have you got all the necessary paperwork? (EHA form, impact of measurement tool, child’s voice, levels of need etc.)

Explain that you will be taking notes and why – to help everyone remember what was aid and what was agreed

Share all the documents with the family

If sharing the child’s voice would potentially place the child or young person at harm, follow your agency’s safeguarding procedures. If in doubt, contact your EHC immediately.

Strength based conversation

Work through each of the six areas on the EHA

Use the scaling from the measurement of impact tool to frame your conversation

What is most important to them?

How are things going?

What needs to change?

Discuss the score for each area

REMEMBER

Use the questions as a guide, not a script. It should feel like a conversation, not an interview!

Analysis & Goal Setting

This is a key part of the process

Record what the assessment is telling you

What are the immediate steps? (Things you can do between now and the initial TAF)

Actions can be for LP or family themselves

REMEMBER

The initial TAF meeting should be within 10 days.

Conclusions

What does the family think of the assessment process?

What are the family’s views on the agreed outcomes?

Agree a date, time and venue for the initial TAF meeting

Remember - if at any point you feel the child is at risk a referral should be made to the front door and normal safeguarding procedures followed