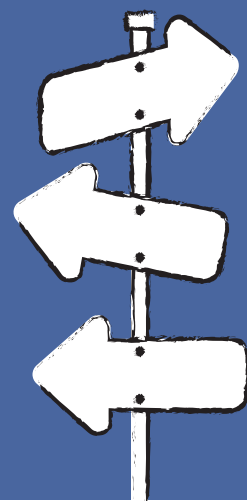


# EARLY HELP ASSESSMENT PROCESS ROADMAP



## INITIAL CONTACT



Following a conversation with the referrer further information may be required. When contacting the family the worker must be tenacious, making attempts at least three times and at different times of the day. Every contact attempt should be recorded on Liquid Logic. If contact is not achieved the referrer should be approached to arrange a 'warm' handover. If this fails three unannounced visits should be attempted with letters left explaining the purpose of your visit.

## THE ASSESSMENT



To complete an assessment the information gained from all sources should be mapped as per the 'Signs of Safety' planning framework. A good assessment should contain information which has been 'triangulated' ie. not obtained from just one source. It should consider the whole family including extended family, networks, family and professional opinion to enable agreed plans and a trajectory of work that supports the family to achieve their goals.

## HOME VISIT



The first home visit should consist of an explanatory discussion around the Early Help Assessment process and the reasons for referral and to obtain agreement to the assessment process. A genogram should be commenced and arrangements made to see the children if they are not present. Information gained on this and subsequent visits will be used to start the Early Help Assessment. Refer to the initial visit pack for guidance on what should be discussed.

## TEAM AROUND THE FAMILY



The initial Team Around the Family (TAF) should be held within four weeks of the case being allocated. The TAF must complete an action plan which identifies the agencies, resources and services which will be needed to achieve planned outcomes withing agreed timescales. It will also agree a review date. If the family is reluctant to engage a 'virtual' TAF can be arranged.

## REVIEWS



Progress reviews and Team Around the Family meetings should be take place every twelve weeks. However, if intervention is opened for a short time the frequency of TAFs may be increased.

## CLOSURE



Prior to closure the EHA must be updated to reflect how the intervention met all needs, or if needs were not met, explain why. Permission to close a case must be sought from a team manager prior to setting up of the final TAF meeting and describe how needs will be met and risks are to be managed in the future. If the case is to be stepped up to Social Care some co-working may be necessary and may be required to remain open until closure has been agreed.

## SAFEGUARDING CONCERNS



Where there are concerns that children or young people may be suffering, or may be at risk of suffering harm, the Safeguarding Children Partnership (Board)s of Leicester, Leicestershire and Rutland procedures should be followed without delay. Where a family is resistant to intervention and support, and the worker feels the situation is likely to deteriorate, the worker must discuss the situation with their manager to consider what action to take.

