

Medway Early Help Process – Checklist for Early Help Leads

This checklist is to help you work through the Early Help (EH) process step by step. The EH process is for use when you become aware that a child, including an unborn, or young person (from 0-18 years, or up to 24 years if they have a learning difficulty or disability) has additional needs and might benefit from additional support.

All documents referred to in this checklist are available on the [medway.gov.uk](https://www.medway.gov.uk) (insert link)

Ring the Early Help Transformation Team on 01634 338746, or email ehsupport@medway.gov.uk for advice and support at any stage

EH paperwork should be sent to the Early Help Transformation Team at each appropriate stage by using 7 Zip, egress, or secure email ehsupport@medway.gov.uk

If sending by email or 7Zip please type “signed copy on file”

If you do not have secure email or 7 Zip, send by post, or school courier, marked “confidential” to

Early Help Transformation Team
Integrated Family Support Service
Medway Council
Level 4 Gun Wharf, Dock Road
Chatham
Kent
ME4 4TR

Before you start the EH process		
1	<p>Check with the Early Help Transformation Team on 01634 338746 to see if there is already any support in place.</p> <p>If there is no EHA recorded, provide details of each child/young person’s name, date of birth, gender, address, ethnicity and religion and your name, job title, service and contact details. <i>(These details will be recorded to make sure that there is only ever one EHA open for an individual/family at a time)</i></p>	<input type="checkbox"/> <input type="checkbox"/>
2	Discuss your concerns with the family, talk to them about the EH process and explain how it might be able to help – use the Medway.gov website or the spoken translations on the Medway.gov website	<input type="checkbox"/>
3	Explain that the EH process is voluntary and gain their agreement to proceed	<input type="checkbox"/>
4	If agreement is not gained, inform the Early Help Transformation Team on 01634 338746 so that the refusal can be recorded and supported	<input type="checkbox"/>

Complete the EHA form (refer to the EH Toolkit for guidance - complete each box/section, if information was not given add in "not given", if it is not applicable add "NA")		
5	<p>Meet with the family to undertake the assessment (have a conversation) and fill in the EH form</p> <ul style="list-style-type: none"> • with child(ren)/young person • with parents/carers <p>Record attendees that were present during the assessment conversation on the form. It is important to include all the family.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6	Private fostering – ask for agreement to share EHA form with Private Fostering Team	<input type="checkbox"/>
7	<p>Section 2. Discuss Agreement, record any services they do not want the information shared with clearly on the form</p> <p>Read out Exceptional Circumstances statement</p>	<input type="checkbox"/> <input type="checkbox"/>
8	Section 3 Strengths and Needs – complete both Strengths/Background Information and Points to be addressed (for the whole family).	<input type="checkbox"/>
11	Section 4- Complete the Needs Summary	<input type="checkbox"/>
12	Section 5 - What needs to change, ensure you discuss with family and complete	<input type="checkbox"/>
13	Section 6 – Outcome of Assessment, discuss with the family and complete	<input type="checkbox"/>
14	<p>Finalise the EH form:</p> <p>a. Check the form to ensure that all relevant sections are complete to ensure that it is a good quality assessment (the EH Lead Self-Assessment Checklist is recommended)</p> <p>b. Is the assessment clear, concise, free from all jargon and acronyms and understandable for all involved?</p>	<input type="checkbox"/> <input type="checkbox"/>
15	<p>Check the form with the family to make sure that you have represented their views accurately</p> <p>Family to sign the form</p> <p>Sign the form as Early Help Lead</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
16	Give a copy of the form to the family	<input type="checkbox"/>
17	File a copy of the completed EHA form securely for your use	<input type="checkbox"/>
Outcome of Assessment (complete actions for appropriate outcome)		

18 Review		
	<p>Update the EHA form with</p> <ul style="list-style-type: none"> the date of the first Early Help Review details of the services and family members you plan to invite-agree these with the family <p>Book a venue for the first Early Help Review</p> <p>Send the completed EHA form to the Early Help Transformation Team.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Early Help Reviews (Keep the Early Help Review meetings purposeful, child/young person centred and solution focussed)		
19	Invite child(ren)/young person and parents/carers to the review	<input type="checkbox"/>
20	<p>Invite services which are already working with the family to attend</p> <p>Ring other services which can help meet the needs identified when the EH assessment was completed –</p> <p>Once services have confirmed that they plan to attend/their involvement send them a copy of the completed EHA form, so that attendees can prepare fully for the meeting</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
21	Prepare for the Early Help Review – remind the family of the meeting arrangements, print off the review document, refreshments, tables/chairs set up etc	<input type="checkbox"/>
22	<p>Complete the Early Help Review document for each meeting</p> <p>At first meeting complete the</p> <ul style="list-style-type: none"> Record attendees/report sent/apologies/no show or declined to participate Desired Outcomes (use SMART targets) – what will success look like? Estimated date for the Early Help process to close First Actions Record any other relevant information (you do not need minutes) Family to complete their comments – IMPORTANT Early Help Lead comments to be completed Complete Meeting Outcome Circulate to members of the review, the family and the Early Help Transformation Team <p>At following meetings add</p> <ul style="list-style-type: none"> Any new Desired Outcomes The progress on actions Circulate to attendees of the review, the family and the Early Help Transformation Team 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>At the final review</p> <ul style="list-style-type: none">• Update the progress on actions• Complete 'what has changed for the child and family' for each Desired Outcome• Complete the Closure Form• Send to the Early Help Transformation Team<ul style="list-style-type: none">○ final review and closure <p>Send a copy of each review to the Early Help Transformation Team.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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Thank you