

TOP TIPS!! Early Help Assessment and Plan

- Register your Early Help Assessment at the same time as completing the Assessment form as it is easy to forget that registration is necessary.
- Make sure you involve all children in the family in the assessment - remember you don't need to complete the profile for children you don't know. There will be somebody else who can do it.
- Use the 'My Profile' format attached to the Assessment form as much as possible to guide your conversation with the child – and allow them to use and record their own language on it. Sometimes it makes it clearer how they feel about the situation.
- Start each point on the plan with the child's needs e.g. "John needs to eat a healthy diet Action 'Mum/dad to make sure that John eats fruit and vegetables every day".
- Agree dates for future meetings at the initial TAF to avoid having to send out dates in the future.

TOP TIPS!! Contacting the Safeguarding Hub

- Make sure you obtain correct spelling of persons names on the referral, dates of birth and contact numbers.
- Make the referral as soon as practicable and follow up with phone call if urgent. Remember though you should inform a parent/ primary carer/other person with parental responsibility that you are making a referral (unless this would put the child at further risk).
- Where a person has made a disclosure of a criminal offence it is important to explain to the person that as part of the hub process police may have sight of the referral and therefore may need to contact them regarding any criminal offences which have been disclosed.
- Please be clear and precise about what you are worried, including factual information that provides timescales if referring to incidents, (e.g. this morning , last week , last year)
- Don't muddle opinion with facts – 'it is' rather than 'I think'- Take a deep breath before you start completing the form /ringing the Hub. If in doubt get someone else to re-read it before sending. Also, add what has been already tried before referral sent in. Put the risks and protective factors. Add in any risk assessments already completed.