

## SEND in the Early Help Process 2018-19

SEND support is embedded within the Early Help process. The Early Help Assessment form will be essential for:

- SENCOs following the ‘Graduated Response’ outlined in the Special Educational Needs and Disabilities Code of Practice (DfE 2015)
- recording evidence of high quality teaching and SEN support in schools and settings using the information and advice set out in Bands 1 and 2 of the Cumbria SEND Handbook  
<http://localoffer.cumbria.gov.uk/kb5/cumbria/fsd/site.page?id=77U6TWfBAnU>

When an additional need is identified for a child or young person, whether social, emotional, developmental or educational, an Early Help Assessment form can be started to gather information. The emphasis is on assessing all aspects of a child or young person’s strengths, needs and circumstances, developing a plan to meet identified needs and reviewing progress systematically.

If, following the assess-plan-do-review process, the setting requires support from the Learning Improvement Service or the Inclusion Service e.g. Early Years Area SENCO, Specialist Advisory Teacher or Educational Psychologist to meet the needs of the child or young person then the following should be undertaken:

- fully complete the EHA form
- decide on **one** service to request. If additional services are necessary they will be referred to by this original agency
- gain written parent/carer consent send the assessment form to the local SEND Team office with supporting evidence;

<b>Allerdale and Copeland</b>	<a href="mailto:Inclusion.AandC@cumbria.gov.uk">Inclusion.AandC@cumbria.gov.uk</a>	1st Floor, Blencathra House, PO Box 110, Whitehaven, CA28 0BN
<b>Barrow and South Lakes</b>	<a href="mailto:Inclusion.BandSL@cumbria.gov.uk">Inclusion.BandSL@cumbria.gov.uk</a>	<b>Barrow:</b> 4th Floor, Craven House, Michaelson Road, Barrow in-Furness, LA14 1FD <b>Kendal:</b> County Offices, Busher Walk, Kendal, LA9 4RQ
<b>Carlisle and Eden</b>	<a href="mailto:ice@cumbria.gov.uk">ice@cumbria.gov.uk</a>	Cumbria House, 117 Botchergate, Carlisle, CA1 1RD

this must then be registered with the Early Help Team at: [early.help@cumbria.gov.uk](mailto:early.help@cumbria.gov.uk)

- Please note that if you wish to refer to Health then you will need to access the relevant Health referral documentation  
[https://search3.openobjects.com/mediamanager/cumbria/fsd/files/child\\_physical\\_health\\_request\\_assessment\\_form.doc](https://search3.openobjects.com/mediamanager/cumbria/fsd/files/child_physical_health_request_assessment_form.doc)
- The Early Help should be closed when an EHCP is issued or when the external professional advice comes to an end. However if there are wider social issues the Early Help Assessment will need to remain open to address those alongside the EHCP. Both can be reviewed in the same review meeting.

If a review of interventions indicates a need for statutory assessment then a request for an Education Health and Care Assessment should be made using the specific box on the form. This requires additional

parental permission and supporting evidence. Guidance regarding supporting evidence can be found in the Cumbria SEND Handbook <http://localoffer.cumbria.gov.uk/kb5/cumbria/fsd/site.page?id=77U6TWfBAnU>

Completion of an Early Help Assessment is part of a continuing process to assess and meet the needs of children and young people. It is **not** a one-off application form for additional support. **It is a record of a continuing process.** In some cases where the need is a **Special Educational Need and or Disability (SEND)**, the assessment and review may lead to a request for assessment for an Education, Health and Care Plan but equally may meet the needs of children and young people on its own (taken from the review page of the EH form). It is acknowledged that cases at **Social Care** Early Help are often closed after an initial assessment and short episode of intervention. Children open at **SEND** Early Help often need extended assessments and monitoring of intervention before they are re-assessed to see if support has helped. This is a cyclical process of assess-plan-do-review process which forms part of the criteria schools and settings need to follow before requesting an EHCP (a Graduated Response). It may be that the child needs assessment and intervention by more than one specialist, for example Specialist Advisory Teacher/Educational Psychologist which can also take time. It may, therefore, be that an external specialist deems it necessary to keep the EH open whilst these extended assessments and monitoring of interventions take place. This contrasts with the Social Care cases that might be closed earlier. It is also important to note that the external specialists do not register the EH forms – this is usually done by the school or setting. However, those professionals are able to negotiate with the setting when it is best to close the Early Help – it is important that all involved with the process are made clear about when to register and close cases.

**For any further advice regarding the completion of the Early Help process – visit the Early Help page on the LSCB website [www.cumbrialscb.org](http://www.cumbrialscb.org)**