



Your Early Help Pathway - Assessment

Assessment Pack Guidance
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Key information

This assessment replaces the Early Help Single Assessment and all pre-early help action plans.

The purpose of the Early Help Pathway assessment is for you to work with the family and support them to create a personalised Early Help Pathway which will look at strengths, issues, concerns and identify the support required across 6 different themes.

The pack can be completed either by hand, or by using the editable digital version. Where it is appropriate to do so, please try to use the digital version wherever possible.

When using the digital forms, you must use Adobe Acrobat Reader DC to save and complete the form (do not open in your web browser as you may not be able to save). This can be downloaded from <https://get.adobe.com/uk/reader/> Please check with your organisation before downloading any software.

It is important that once issues or concerns have been identified, you speak to the family about them. This assessment replaces the pre-early help tools that have previously been used, so you can start using the tools in this pack from the very moment issues or concerns have been identified.

If you have any questions, please speak to your delivery Targeted Support Officer and other professionals in your locality networks.

Explaining the assessment to the family

Speak to as many relevant family members as possible when completing the assessment. Please make efforts to involve both parents and any step-parents. This includes parents who are separated. It is especially important to get the views of all parents who are involved in the lives of the children/young people.

Explain to them that this assessment will help to identify their strengths as a family. It will help to identify the family situation including what has happened in the past and who has been affected. The process will look to understand what keeps any issues going and most importantly it will identify actions that will help the family progress so that they are able to help themselves.

It will also support them in identifying possible services that they could access, in the community at a universal level through to targeted or specialist support should they need it.

Explain to the family that this is a voluntary process and that agreement from the family is required for you as the Lead Professional to share their information in order to provide effective support.

Explain to the family that they own this assessment and any other paperwork as part of the pathway process. It is theirs and they are responsible, with support, for the actions identified for them as part of the action plan.

Family Details

Run through the front page with the family. Speak to them about what they can expect from the process. It might be useful to show them each page of the assessment before you start completing the family details.

Complete the family address and contact details section. This should be the main address for the family. If the children live at separate addresses, please add both addresses where possible and identify which child lives at which address. You can use the final page of the assessment to explain this if you run out of space.

Please fill in the names, date of birth, gender, ethnicity, language and role of all family members living with the children. This is all family members living at the addresses stated, whether they are taking part in the assessment or not.

Roles should be described as follows: Child, Mother, Father, Grandmother, Grandfather, Step-Mother, Step-Father, Mother's Partner, Father's Partner, Aunt, Uncle. Any roles not in the dropdown in the electronic form can be typed.

Please list any other significant relatives or family friends not living at the addresses above. These could be other significant people who take a caring role for the children. Including family friends or neighbours for example who look after the children for significant periods of time. These people do not need to be taking part in the assessment.

Assessment Details

Fill in the Assessment Details section. Who participated in the assessment? Family members and professionals should be added to this section if they have contributed to this assessment. If completing the form electronically, select from the drop-down list wherever possible, or type in the role if not listed.

Complete the details of the professional who recommended the Early Help Pathway. This is the **referrer**. Enter the date of referral. This is when the Early Help Pathway was first agreed with the family.

Complete the details of the professional who completed the assessment with the family. This is the **initiator**. Enter the date of when the assessment was signed.

Examples

A Midwife, Health Visitor, Police Officer, MASH Social Worker etc. could be the referrer (professional who identifies need).
A Family Information Service Brokerage Officer could be the initiator (professional who completes assessment) and a Family Support Worker could be the Lead Professional (professional who facilitates the Early Help Pathway)

A school pastoral lead could be referrer, initiator and lead professional.

- **Referrer** = professional who identified the need for assessment
- **Initiator** = professional who completed the assessment with the family
- **Lead Professional** = professional who facilitates the Early Help Pathway with the family and supports the coordination of a multi-agency approach

Information Sharing

Run through the Information Sharing section with the family.

Explain again to the family that this is a voluntary process. Explain that their information will be stored and may be shared with other agencies if necessary, to help facilitate effective support.

Explain that if you need to share any further information with any other organisations at a later date, you will ask them about it before you do it.

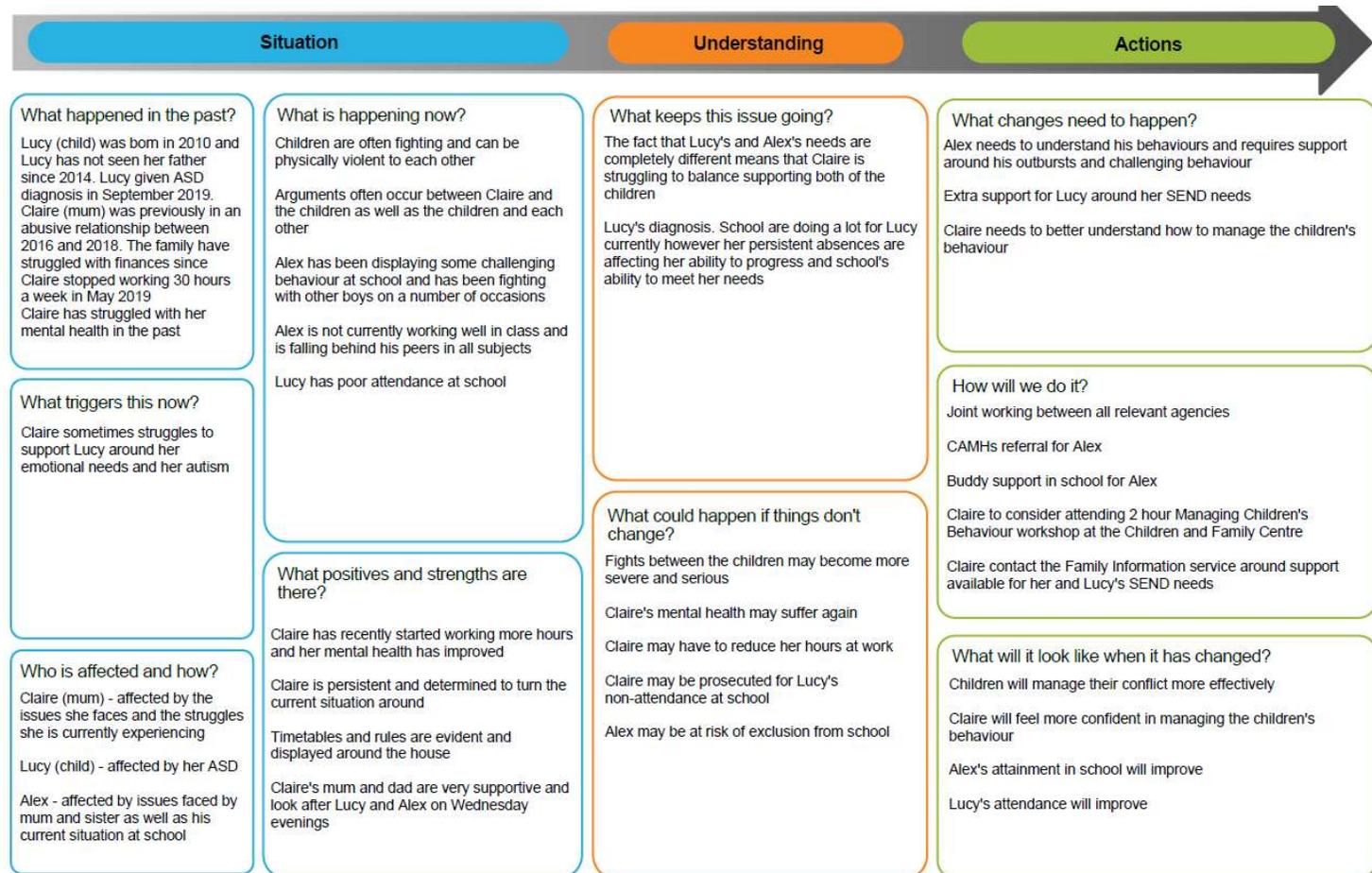
The family may request that certain pieces of information are not shared, please do not capture these on the forms. If the information means that you have concerns that a child or young person has suffered, or is likely to suffer, significant harm please call the MASH.

Pathway to Change Tool

This tool helps the family to understand their situation and identify actions to help them progress.

Further guidance on how to complete this tool can be downloaded from the Support for Early Help Practitioners section of the [Early Help web pages](#)

Example – Family 1



**Please refer to professional guidance prior to completion*

Early Help Triage Tool

Complete the Triage Tool with the Family.

This tool helps to consider the family's strengths, as well as any issues or concerns. This tool looks at 6 themes and helps the family and professional identify the level of need for the family, as well as services that may be available to them at each level. It will be revisited again at the point of closure, to build a picture of the progress the family has made.

Each family member should be considered across each theme. Boxes can be left blank when you and the family agree there is nothing relevant to include. Further guidance on how to complete this tool can be downloaded from the Support for Early Help Practitioners section of the [Early Help web pages](#).

Example family 2

Family members have their developmental, physical and mental health needs met

Blue

Susan (mum) and John (dad) have good emotional resilience and maintain healthy lifestyles. They have no mental or physical health needs

Green

Jenny (child) has minor physical health issues connected to being born prematurely and as a result her mental-health sometimes dips

Yellow

James (child) has autism and speech and language difficulties. He is delayed in meeting his developmental milestones. He sometimes struggles with his personal hygiene.

Orange

Example family 3

Children and young people are safe from crime, exploitation and ASB

Blue

Green

Chris (child) has been associating with other young people known to the police and has been spoken to on several occasions by the PCSO for low-level anti-social behaviour.

Yellow

Orange

Sam (child) regularly misses school. Police have been called to the family home on numerous occasions in the past 12 months. Sam was recently arrested for vandalising a neighbour's car.

Family Action Plan

Complete the Family Action Plan with the family.

Identify actions from the information you have collected through the Pathway to Change and Triage tools, set a date for when you would like the action to be completed by, and discuss who needs to be involved to contribute to the successful completion of that action.

We recommend keeping actions simple and focused on the most important actions first at this Assessment stage. More actions can be added during the Early Help Pathway Review if necessarily.

You can leave sections blank if you and the family agree there are no actions in this area.

You can find signposting and support suggestions for each theme using the Early Help Support Index, which can be downloaded from the Support for Early Help Practitioners section of the [Early Help web pages](#).

Example family 2

What needs to happen?	By when?	Who needs to be involved?
Family members have their developmental, physical and mental health needs met James (child) needs to attend his RISE/CAMHS appointment in February. Susan (mum) to transport James to the appointment.	05/02/2020	Susan and James



Family Agreement

Check with the family that the information throughout the form is accurate.

Ask them if they are happy to sign the Family Agreement section. If they are happy to sign, please print off two copies. Ask all relevant family members if they can sign both copies. Provide one to the family and keep one for your records, ensuring you follow your organisation's storage and retention procedures.

If you are unable to do this immediately due to the location of the meeting, please provide a copy for the family to sign as soon as possible.

If the family are not happy to sign the Family Agreement section, this means you cannot share with or refer into other services. Unless the lack of agreement raises safeguarding concerns, please signpost the family to appropriate universal resources or support services that are available at www.warwickshire.gov.uk/childrenandfamilies.

Explain to the family that the next step in the process is the Early Help Pathway Review. It is good practice to provisionally book a review meeting with the family before the leave the assessment meeting. A review should be completed within 6 weeks of the assessment date.

Please complete the section on Child Views, Family Views and Professional Views. Try to ensure that you capture the views of both parents where appropriate.

What to do next – Blue and Green case identified

Once you have completed the assessment pack with the family and the triage tool identifies strengths and issues in the blue and green columns only, there are several things that you will need to do

1. Ensure that you have completed the Family Agreement steps
2. As you have identified only things that are going well in the blue column and low level issues or concerns in the green column, please manage the plan within your organisation and signpost the family to appropriate services using the Early Help Directory
3. We recommend that you as Lead Professional, arrange an Early Help Pathway review meeting to go over the progress made against the original actions within 6 weeks of the assessment date. This could be single or multi-agency depending on the needs of the family
4. Ensure you keep a record of the green cases you are coordinating for pre-early help reporting

You do not need to send any paperwork into Warwickshire County Council

What to do next – Yellow and Orange case identified

Once you have completed the assessment pack with the family and the triage tool identifies any issues in the yellow and orange columns, there are several things that you will need to do:

1. Ensure that you have completed the Family Agreement steps
2. As you have identified signs of struggle in the Yellow column and/or complex issues or emerging crisis in the Orange column, this plan will be monitored by WCC. If you have completed a handwritten paper copy, please scan and send to the relevant email address below. **If you do not have a secure email address you must password protect or encrypt before sending.** If you have completed the assessment electronically, please save a version of this securely, attach the saved copy to an email and send to:

earlyhelpmonitoring@warwickshire.gov.uk Early Help Monitoring Team

PLEASE EMAIL THE DIGITAL FORM YOU COMPLETED DIRECTLY TO US. PLEASE DO NOT SEND SCANNED COPIES.

3. Arrange an Early Help Pathway review meeting. Invite the family and all the necessary agencies who are currently working with the family or have actions on the action plan. This meeting should take place within 6 weeks of the assessment completion date. If you are unable to act as Lead Professional and cannot find one, please contact the Targeted Support Officer for your area

What to expect – Yellow and Orange cases

For those cases at the Yellow level on the triage, the Early Help Monitoring team will keep track of family progress using the documents you send in and will also pull together information from other services the family may be receiving support from.

A Targeted Support Officer will not be assigned a piece of work for Yellow cases, however they will be available for consultation, advice and guidance over the telephone or at Targeted Support Clinics at your organisation. Use the contact information on the next page to find your local TSO's details.

For those cases with complex issues or emerging crisis at Orange level, the Early Help Monitoring team will bring together relevant information about the family and request a Targeted Support Officer on your behalf. You do not need to send in a separate referral for a TSO. The TSO will then get in touch with you to discuss the level of support needed.

For contact details please see the Early Help Contact page on the Warwickshire County Council website:

<https://www.warwickshire.gov.uk/children-families/early-help-warwickshire/3?documentId=820&categoryId=20045>