



Your Early Help Pathway - Review

Review Pack Guidance
Version 1.1 June 2020



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Key Information

These reviews replace the Family Support Meetings and the Early Help Pathway Review pack replaces the Family Support Meeting Minutes template and any action plan paperwork.

If the plan was triaged at Yellow or Orange level during assessment, you should invite the family and all agencies who are working with the family, or have actions on the action plan, to all review meetings.

If you as the initiator of the assessment are unable to be the Lead Professional for this plan, you will need to identify a Lead Professional at the first review meeting. If you are unable to find an appropriate Lead Professional, please speak with your locality Targeted Support Officer.

If the plan was triaged at Green level during assessment, it is still best practice to follow up with the family using the Pathway Review pack, to understand how the family are progressing with universal support.

The pack can be either be printed and handwritten, or filled in using the digital form. Wherever possible, please try to use the digital version.

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.

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

Explaining the review to the family

The purpose of the Early Help Pathway review is for you to meet with the family and associated professionals (if necessary.) You will work together to identify what has gone well, discuss what you are still concerned about, revisit the original actions and decide on any new ones.

Speak to as many relevant family members as possible when completing the reviews. 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 that these reviews will take place at regular intervals during the life of the plan. Discuss length of time between reviews with the family.

If during the original assessment process, the triage tool indicated any issues at Yellow or Orange, you will have sent the assessment pack to WCC. This means that you will need to send each of the review packs to WCC as well as giving a copy to the family.

You are able to use this review pack for cases where only strengths in the blue column and challenges in the Green Column are identified. Please feel free to review the original assessment and associated actions using the review paperwork. **In these cases, you as the initiator/Lead Professional do not need to send the review paperwork in to WCC.**

Family Details and Review Meeting Details

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

Please complete the Review Meeting Details section

Progress Summary

This page allows you and the family to discuss how things are going and reflect on progress

Speak about what has gone well so far, what positive changes have been made?

Go through any existing concerns and discuss what concerns are still present

If the family circumstances have changed significantly, please download and complete a full Pathway to Change rather than using the boxes in the review form

List the support services and/or any programmes that have been accessed by the family

State whether any of the family members are on any waiting lists for services

Discuss whether you will be planning to close the Early Help Pathway at the next meeting. This will be if good progress is being made towards the completion of the actions identified in the action plan

Capture the child, family and professional views from all those present at the review

Family Action Plan Review

Referencing any actions from previous action plans, summarise progress made and add any new actions as required. Sections can be left blank if no actions apply

Example

Action Plan Review

Please reference existing actions from previous action plans, summarise progress made, and add any new actions as required. Use a new line for each action and deadline. Sections can be left blank if no actions apply*



What needs to happen?	By when?	Who needs to be involved?	Progress to date
<p>Family members have their developmental, physical and mental health needs met</p> <p>James (child) needs to attend his RISE/CAMHS appointment in February. Susan (mum to transport James to the appointment. John (father) to access www.ittakesballstotalk.com to look at ways to access advice and support around his mental health</p>	<p>05/02/2020</p> <p>05/05/2020</p>	<p>Susan and James</p> <p>John</p>	<p>Susan transported James to the appointment and appointment went well John has looked on his phone at the website today during the meeting</p>



What to do next

After each review please provide the family and professionals with a copy of the completed review.

If the Pathway is being monitored by WCC and 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.

If you have completed a handwritten paper copy, please scan and send to the relevant email address above. If you do not have a secure email address you must password protect or encrypt before sending.

For useful Early Help contact information please visit Warwickshire County Council's Early Help Pages

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