

Houghton Conquest Lower School and Pre-School

## Early Help Assessment (EHA) Policy

**The key documents relating to this policy from the local authority are:**

Early Help Assessment Process – Central Bedfordshire Council

<http://www.centralbedfordshire.gov.uk/school/professionals/information-practitioners/threshold-criteria.aspx>

A useful understanding of information sharing can be found at

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419628/Information\\_sharing\\_advice\\_safeguarding\\_practitioners.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf)

### **Summary Statement**

Houghton Conquest Lower School & Pre-School aims to have regard to all the above key documents.

Staff are committed to providing the very best support to all the families and children that they come in contact with and to work in partnership with parents/carers and other agencies to meet every child's individual needs.

The Early Help Assessment is designed to help families access the right professionals as soon as possible. The EHA provides a standardised approach in a four-step process whereby practitioners can identify a child's or young person's needs early, assess those needs holistically, deliver coordinated services and review progress. The process is entirely voluntary and informed consent is mandatory, so families do not have to engage and if they do they can choose what information they want to share.

The EHA process is **not** a 'referral' process but a 'request for services'.

The EHA is **not** a risk assessment.

The EHA does **not** replace the Child Protection Policy, which staff will continue to follow if and when necessary.

### **Objectives**

Staff at Houghton Conquest Lower School & Pre-School aim to identify a child's needs early. Staff undertake to listen to concerns that families attending the school/pre-school may have and with the family's permission, put appropriate support in place.

Staff, in conjunction with the EHA Coordinator, may approach a family and discuss needs if

- The Teacher/Keyperson is worried about how well a child or young person is progressing (e.g. concerns about their health, development, welfare, behaviour, progress in learning or any other

aspect of their well-being)

- a child or young person, or their parent/carer, raises a concern with a practitioner/keyperson/teaching staff.
- a child's or young person's needs are unclear, or broader than staff at Houghton Conquest or the pre-school can address.

### **EHA Co-ordinator**

**Mrs M Wesley** is the EHA Co-ordinator for Houghton Conquest School & Pre-School.

The EHA Co-ordinator is responsible for:

- Working closely with the Preschool Leader and Headteacher of Houghton Conquest Lower School and all relevant staff and the family concerned to identify the need for a EHA to be completed
- Ascertaining if an EHA is already in place
- Obtaining parent/carer consent to follow the Early Help Assessment Process
- Complete an EHA form with consent from the parent/carer and in conjunction with the family to identify a child's needs and the support agencies required
- In conjunction with the family will identify the Lead Professional who will be responsible for communicating information to the family, listening to their concerns, liaising with professionals involved, and arranging Team around the Child meeting (TAC) and subsequent review meetings, ensuring everyone is working together to support the child's needs.

The EHA's four-step process is outlined below:

#### **Step one- Identify Needs Early**

Identify whether the child or young person may have additional needs. Possibly through using the EHA pre-assessment checklist.

#### **Step two- Assess those needs**

Gather and analyse information on strengths and needs using the EHA.

#### **Step three- Deliver integrated services**

Determine, plan and deliver interventions to meet identified needs. Form a TAC and agree a lead professional if relevant.

#### **Step four- Review progress**

Review the action and delivery plan, identify further actions when necessary and support child or young person's transition.

#### **If needs are met – Close involvement**

#### **Success Criteria for Policy**

We measure the outcomes of our EHA Policy from a range of sources e.g. when a child's needs are met, reviews, staff and senior management meetings, parental and external agencies view, inspections and complaints.

We will make it our duty to provide a comprehensive service to parents requiring support to meet every child's individual needs.

## **Early Help Support and Information Contact Details**

[Earlyhelp@centralbedfordshire.gov.uk](mailto:Earlyhelp@centralbedfordshire.gov.uk)

0300 300 8119

Early Help Service  
Central Bedfordshire Council  
Watling House  
Second Floor, Block C  
High Street North  
Dunstable  
Bedfordshire  
LU6 1LF

## **Monitoring and Evaluation**

This policy will be reviewed when needed by the Headteacher, staff and Governors.