



## Early Help Assessment Policy

### **THE SCOPE OF THIS CHAPTER:**

To fulfil their commitment to safeguarding and promoting the welfare of children, all organisations that provide services for, or work with, children must be adhering to their Safeguarding Policy.

The purpose of the Early Help Assessment (EHA) is to help the early identification of the family's additional needs and promote co-ordinated service provision to meet the family's needs (Working Together 2018). All partners of Salford's Children and Young People's Trust Board are signed up to and have agreed that where a family has additional needs an EHA must be considered and completed where necessary at Level 2.

A separate EHA Policy should be drawn up alongside the organisations existing Safeguarding Policy so that they complement one another. The EHA policy must demonstrate:

- A clear commitment by senior management to the implementation of the EHA process as part of promoting children's welfare.
- Clear protocols to enable the EHA processes to be embedded into the practices of the organisation.
- A clear line of accountability and defined roles and responsibilities within the organisation for following the EHA process as part of promoting children's welfare.
- Arrangements to ensure that all staff undertake appropriate training to equip them to carry out their responsibilities in relation to the EHA effectively.
- Arrangements to work effectively with other organisations to promote the welfare of children, including arrangements for gaining consent and sharing information.
- A culture of listening, and engaging in dialogue, with children and their families – seeking their views in ways that are appropriate, and taking account of those views in individual decisions and in the establishment or development of services.

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## **1. Introduction**

1.1 This document is the EHA Policy for St. Paul's Peel C.E. Primary School which will be followed by all members of the organisation and followed and promoted by those in the position of leadership within the organisation.

1.2 Individual agencies are responsible for ensuring that their employees are competent and confident in carrying out their responsibilities for completing an EHA.

1.3 The purpose of the organisation is education of pupils from 3 years old – 11 years old (Nursery – Year 6).

1.4 Improving outcomes for all families, children and young people requires integrated working and as part of that – information sharing.

For the most up-to-date guidance see 'Information Sharing: Guidance for practitioners and managers' see <https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

1.5 Those people in positions of responsibility within the organisation will work in accordance with the interests of the family, children and young people and follow the policy outlined below.

## **2. Communication & Accountability**

2.1 It is advised by Salford Children and Young People's Trust, in accordance with Salford's EHA Process that each organisation nominate an EHA Champion. EHA Champions should be Senior Managers within their organisations. EHA Champions must have the authority to ensure that necessary actions are taken to implement the EHA within their operational settings. They will have the;

- authority to make decisions in relation to EHA policies, procedures and performance management.
- ability to identify staff training requirements in relation to EHA processes.
- expertise to advise staff within their organisation on issues relating to EHA.

2.2 The designated EHA Champion for St. Paul's Peel C.E. Primary School is:

Name: Mrs Ward  
 Job Title: Acting Headteacher  
 Address: Stocksfield Drive, Little Hulton, Salford M38 9RB  
 Tel No: 0161 790 2327  
 E-mail: [S.Ward@salford.gov.uk](mailto:S.Ward@salford.gov.uk)

The deputy designated EHA Champion for St. Paul's Peel C.E. Primary School:

Name: Mrs Birch

2.3 The EHA Champion is the person to whom staff can report concerns to and who can relay unresolved issues onto the Early Help Assessment (EHA) Coordinators.

2.4 The EHA Champion will liaise directly with Salford EHA Team to discuss any EHA related issues.

2.5 Any EHA related issues that cannot be resolved by the EHA Champion/Head of Organisation together with the EHA Coordinator/Children's Social Care Manager (with cases that are referred into Children's Social Care) can be reviewed by Senior Managers within each organisation.

*Please see Salford SSCB's escalation policy for more details*  
<https://www.partnersinsalford.org/sscb/policiesprocedures.htm>

### **3. Training**

3.1 All staff within the organisation have or will have completed the 'EHA & TAF Process' training and 'Information Sharing' e-module as a mandatory requirement as part of their induction within 6 months of their start date.

3.2 Salford's EHA procedures states that it is good practice that all professionals have to complete the 'EHA and TAF Process' training and the 'Information Sharing' e-module with Me Learning (only if you are a Salford City Council employee before they complete an EHA. It is advised to refresh your EHA knowledge by attending the annual EHA update session training every three years.

3.2 '**The EHA and TAF Process**' training can also be delivered as twilight sessions to the organisation as a whole where it would be difficult to release large numbers of staff on a whole days training i.e. teachers.

3.3 '**Bespoke EHA workshops**' which covers 'EHA awareness' can be delivered to an organisation where the manager of the organisation wants one person to take the lead on completing EHAs and the rest of the staff to have an awareness of what EHA is.

3.3 The EHA Champion has responsibility for determining which practitioner will undertake common assessments, identify any additional training needs for staff and put them forward for the necessary training.

### **4. What to do if you identify an unmet need**

4.1 The practitioner should speak to their EHA Champion to check the best course of action and to have a EHA consultation with Salford EHA Team. If you do not have consent from parents/carers and/or young person to do this an anonymous consultation can be undertaken.

4.2 The EHA Champion should decide whether:

- To speak to the parent/carer and/or young person to see if the concern can be addressed without any additional support
- Undertake a EHA to determine exactly what the needs are and if

there are any underlying causes behind those unmet needs

- Refer to 'The BRIDGE Partnership' if there are any safeguarding concerns-0161 603 4500

## **5. Consult about your concern**

5.1 If the EHA Champion is unsure as to the best course of action then they should consult with:

- EHA Coordinator-0161 603 4239 to speak to a EHA Coordinator on duty
- The BRIDGE Partnership if there are any safeguarding concerns on 0161 603 4500

5.2 Consultation is not the same as making an EHA Enquiry (see paragraph 6.1 below) but should enable a decision to be made as to whether an EHA is the best course of action.

## **6. Completing an EHA**

6.1 Before any member of staff initiates an EHA speak to the EHA Coordinator to check if a EHA already exists. This is an EHA enquiry.

6.2 If you are going to undertake EHA you should ask the parent/carer and child/young person to attend a meeting.

6.3 Explain the EHA process and check that they are willing to accept support and give consent to share information.

## **7. Confidentiality**

7.1 The EHA is a voluntary assessment process and, as such, a child or young person and/or their parent/carer must give their consent at the start of the process for the assessment to take place in the full knowledge of what will happen to this information.

7.2 It is always good practice to seek consent unless to do so would place the child/young person at risk of harm.

## **8. Parents who refuse to give consent**

8.1. Where a parent/carer and /or young person refuses to give consent for an EHA to be undertaken the EHA author should record that within their own agency and take advice from the EHA Team if needed. If by no consent being given there is a safeguarding concern then please contact 'The BRIDGE Partnership' as stated above. The EHA Team do not record where no consent has been given.

## **9. Contacting an EHA Coordinator**

9.1 An EHA Coordinator on duty can be contacted on 0161 603 4239 to offer support and advice.

There are three EHA Coordinators and they cover city wide. Their contact details are:

Natalie Lunn - [Natalie.Lunn@salford.gov.uk](mailto:Natalie.Lunn@salford.gov.uk)

Gary Woodward - [Gary.Woodward@salford.gov.uk](mailto:Gary.Woodward@salford.gov.uk)

Melanie King- [Melanie.King@salford.gov.uk](mailto:Melanie.King@salford.gov.uk)