The Early Help Assessment Registration Pathway

Follow the simple steps below to successfully complete and register your Early Help Assessment

Decision made to complete Early Help Assessment (EHA)

If a family presents with 2 or more issues an EHA should be completed with consent from the family.

An EHA will help to clarify the issues and help to identify the best services to support the child/ren and their family.

REMEMBER

If at any time you feel the child is at risk of immediate harm you should follow your agency’s safe guarding procedure

Check if an EHA already exists

Contact your Early Help Coordinator (EHC) who will find out for you.

If there is an EHA in place you will be given details of the current Lead Practitioner (LP)

Contact the LP and share your concerns.

Identify the Lead Practitioner

‘Decisions about who should be the Lead Practitioner should be taken on a case-by-case basis and should be chosen by the child and their family’

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The LP could be from a range of agencies – Health, Police, School, Voluntary & Community Services (VCS) etc.

If you need any advice with this contact your EHC - we are here to support you

**Nh q2a3**

Complete the EHA

The LP should complete the EHA with the family and other agencies who are currently involved to get all the best information.

For support in completing the EHA see the ‘LP Guide – Early Help Assessment’ available on the Prevention and Early Help page on Bradford Schools Online

This gives you peace of mind that you are following the right steps for the child/ren

Email to your Early Help Coordinator Inbox

If you request your EHC will check through your EHA to ensure the needs are at level 2 and may make suggestions which will help to improve outcomes for the whole family.

East [ehcfamilyhubeast@bradford.gov.uk](mailto:ehcfamilyhubeast@bradford.gov.uk)

Keighley & Shipley [ehcfamilyhubkeighleyshipley@bradford.gov.uk](mailto:ehcfamilyhubkeighleyshipley@bradford.gov.uk) South [ehcfamilyhubsouth@bradford.gov.uk](mailto:ehcfamilyhubsouth@bradford.gov.uk)

West [ehcfamilyhubwest@bradford.gov.uk](mailto:ehcfamilyhubwest@bradford.gov.uk)

If necessary the Lead Practitioner amends EHA - so we are really clear on the needs of the child/ren and the support the family need to make a difference.

Once completed submit the final version of your Family’s EHA to be registered.

Please contact your EHC if you are unsure.

Email the final version to the Early Help Coordinator Inbox

East [ehcfamilyhubeast@bradford.gov.uk](mailto:ehcfamilyhubeast@bradford.gov.uk)

Keighley & Shipley [ehcfamilyhubkeighleyshipley@bradford.gov.uk](mailto:ehcfamilyhubkeighleyshipley@bradford.gov.uk) South [ehcfamilyhubsouth@bradford.gov.uk](mailto:ehcfamilyhubsouth@bradford.gov.uk)

West [ehcfamilyhubwest@bradford.gov.uk](mailto:ehcfamilyhubwest@bradford.gov.uk)

Families do not have to continually tell their story and support can be at the right time and proportionate

EHA is Registered on our Early Help Module

Your EHC will pick up the EHA and forward it to the Business Support Officer (BSO).

The BSO will open a contact on the system if necessary and upload the EHA.

Your EHA is now registered and you will receive an email to confirm this.

Remember – Your EHC is there to support you throughout every step of the process and will provide guidance. You are not on your own.