Registering your Early Help Assessment (EHA)

Complete your assessment

Once the EHA has been completed it is important that it is of good quality. Is should be: Specific; Measurable; Achievable; Relevant and Timed (SMART).

Do the family agree and understand?

Please contact your allocated Early Help

Coordinator if you are unsure of what needs to be included in a good quality plan (have a look at some of our sample plans)

Email your assessment

Once the assessment and consent has been completed

It should be sent to the Integrated Front Door:

[Childrens.Enquiries@bradford.gov.uk](mailto:Childrens.Enquiries@bradford.gov.uk)

Don’t forget to title your email:

**Early Help Assessment**

Why Do I need to Register?

Registering plans on a central system will improve communication between partners.

It will mean that families don’t have to retell their stories which can often be a barrier to support.

It will ensure that support is clearly evidenced so that if the need escalates the case can be stepped up with a smooth transition.

We can use information to target greater areas of need with local support from other agencies and be accountable for how we are supporting families in Bradford.

What happens next?

At the Integrated Front Door, the Assessment will be checked by a Practice Supervisor. It will then be recorded on the Early Help Module on the child/ren it refers to by a Children’s Advisor before being signed off by a Social work Team Manager. The EHC will be notified of your registration and you will receive a confirmation email

***Please send all follow up paperwork; TAF review minutes and closure forms, to the Early Help Coordinators (EHC) email address and contact your EHC if you require support at any stage of your work.***

West: [ehcfamilyhubwest@bradford.gov.uk](mailto:ehcfamilyhubwest@bradford.gov.uk) East: [ehcfamilyhubeast@bradford.gov.uk](mailto:ehcfamilyhubeast@bradford.gov.uk) South: [ehcfamilyhubsouth@bradford.gov.uk](mailto:ehcfamilyhubsouth@bradford.gov.uk)

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