

NEW PARK ACADEMY

EARLY HELP ASSESSMENT POLICY

FIRST CREATED: September 2017 – EDITION 1

EDITION NO.	REVIEW DATE:	FGB APPROVAL DATE:
1	SEP 2018	19/10/17
2	SEP 2018	10/10/18
3	SEP 2019	14/11/19
4	Nov 2020	Adopted from Salford
5	NOV 2022	No Changes
6	DEC 2023	No Changes

Policy Agreed	14/11/19
To be reviewed	December 2024
Owner	Yahna Pemberton
Signed	
Designation	Attendance and Safeguarding Officer

THE SCOPE OF THIS CHAPTER:

In recognition of our commitment to safeguarding and promoting the welfare of children, New Park Academy endeavours to be adhering to the LA's Safeguarding Policy and also take account of guidance published by the Children's Workforce Development Council (CWDC).

The purpose of the Early Help Assessment is to help the early identification of the family's additional needs and promote coordinated service provision to meet the family's needs (Working Together 2018).

This separate Early Help Assessment Policy is drawn up alongside our existing Safeguarding Policy so that they complement one another. This Early Help Assessment policy demonstrates:

- A clear commitment by senior management to the implementation of the Early Help Assessment process as part of promoting children's welfare.
- Clear protocols to enable the Early Help Assessment processes to be embedded into the practices of the organisation.
- A clear line of accountability and defined roles and responsibilities within New Park Academy for following the Early Help Assessment 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 Early Help Assessment 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 Early Help Assessment Policy for New Park Academy which will be followed by all members of the Academy community and followed and promoted by those in the position of leadership within the organisation.
- 1.2 New Park Academy takes responsibility for ensuring that all relevant staff are competent and confident in carrying out their responsibilities for completing an Early Help Assessment as appropriate.
- 1.3 The purpose of this organisation is to provide education for children with social, emotional and mental health difficulties and looking after the general wellbeing of all pupils
- 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 In accordance with Salford's Early Help Assessment Process that each organisation nominate an Early Help Assessment Champion. Early Help Assessment Champions should be Senior Managers within their organisations. Early Help Assessment Champions must have the authority to ensure that necessary actions are taken to implement the Early Help Assessment within their operational settings. They will have the;
 - authority to make decisions in relation to Early Help Assessment policies, procedures and performance management.
 - ability to identify staff training requirements in relation to Early Help Assessment processes.
 - expertise to advise staff within their organisation on issues relating to Early Help Assessment.
- 2.2 The designated Early Help Assessment Champion for New Park Academy is:

Name: Almut Bever-Warren
Job Title: Headteacher
Address: New Park Academy, Off Green Lane, Patricroft,
Eccles, M30 0RW
Tel No: 0161 921 2000
E-mail: abeverwarren@newparkacademy.org

- 2.3 The Early Help Assessment Champion is the person to whom staff can report concerns to and who can relay unresolved issues onto the CAF Coordinators.
- 2.4 The Early Help Assessment Champion will liaise directly with Salford EHA Team to discuss any Early Help Assessment related issues.
- 2.5 Any Early Help Assessment related issues that cannot be resolved by the Early Help Assessment 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 SSCP's escalation policy for more details.

<https://safeguardingchildren.salford.gov.uk/professionals/policies-and-procedures/>

3. Training

- 3.1 Identified staff within the organisation have or will have completed the 'Early Help Assessment & 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 Early Help Assessment procedures states that it is good practice that all professionals have to complete the 'Early Help Assessment and TAC Process' training and the 'Information Sharing' e-module before they complete an Early Help Assessment. It is advised to refresh your Early Help Assessment knowledge by attending the annual Early Help Assessment update session training every three years.
- 3.3 'The Early Help Assessment and TAC 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.
- 3.4 'Bespoke Early Help Assessment Workshops' which covers 'Early Help Assessment awareness' can be delivered to an organisation where the manager of the organisation wants one person to take the lead on completing Early Help Assessments and the rest of the staff to have an awareness of what Early Help Assessment is.
- 3.5 The Early Help Assessment 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 Early Help Assessment Champion to check the best course of action and to have an Early Help Assessment 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 Early Help Assessment 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 an Early Help Assessment 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 Early Help Assessment 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 Early Help Assessment Enquiry (see paragraph 6.1 below) but should enable a decision to be made as to whether an Early Help Assessment is the best course of action.

6. Completing an Early Help Assessment

- 6.1 Before any member of staff initiates an Early Help Assessment, speak to the EHA Coordinator to check if an Early Help Assessment already exists. This is an Early Help Assessment enquiry.
- 6.2 If you are going to undertake Early Help Assessment you should ask the parent/carer and child/young person to attend a meeting.
- 6.3 Explain the Early Help Assessment process and check that they are willing to accept support and give consent to share information.

7. Confidentiality

- 7.1 The Early Help Assessment 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 Early Help Assessment to be undertaken the Early Help Assessment 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 a CAF 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

Gary Woodward - Gary.Woodward@salford.gov.uk

Melanie King - Melanie.King@salford.gov.uk