Cumbria Safeguarding Children Partnership

CSCP

Early Help Assessment Process

Unmet need identified that cannot be met by a single agency.

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Check to see if there is an Early Help Assessment already in place (Contact the Early Help Team on **03003033896** or email **early.help@cumbria.gov.uk)**

→ Early Help Officer informs that there is an Early Help Assessment in place. Early Help Officer will give you the name of the current co-ordinator.

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Agency to contact the co-ordinator to be involved in the TAF process.

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If there is no Early Help Assessment in place, discuss an Early Help Assessment with child, young person and parents to request consent.

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Consent given - start the Early Help Assessment process with the parents, child or young person.

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Initiating agency to complete as much as possible or appropriate for that agency and register the Early Help Assessment with the Early Help Team (Registration form is on the Cumbria CSCP website) **early.help@cumbria.gov.uk**

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Set up the TAF process including all appropriate agencies with the family. Complete parts of the Early Help Assessment relevant to agencies in attendance at the TAF.

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TAF reviews continue, update and review the plan evidencing progression towards the Well being panel mail box and success of the child. If progress is slow or stuck consider referral to Early Help and Family Support Panel **early.help@cumbria.gov.uk**

→ If at any time the coordinator changes, the current coordinator completes the change of coordinator form and emails to **early.help@ cumbria.gov.uk**

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Close the Early Help Assessment when all needs are met or other reasons for closure are identified or follow the 'Step Up' procedure. All closures need to be closed using the closure form. **early.help@cumbria.gov.uk**

→ If an EHA closes but at a later date additional unmet needs are identified, either update original assessment or begin a new assessment and register the assessment.