

January 2025

Partnership Early Help Model Guidance

Right help, Right Service, Right time

Version 2 –
28th January 2025

Torbay Early Help

Welcome to the Early Help Partnership Model Training

This training is delivered to help those working with children, young people and their families understand how the Partnership Early Help Model works in practice, how they can contribute to it and how it can support their role.

The training is delivered on behalf of the Early Help Implementation Board, which is accountable to the Torbay Sufficiency Board and Health and Well Being Board.

The Partnership Early Help Model supports the following principles of the legislation as described in Working Together to Safeguard Children, 2023:

“Early help is support for children of all ages that improves a family’s resilience and outcomes or reduces the chance of a problem getting worse. It is not an individual service, but a system of support delivered by local authorities and their partners working together and taking collective responsibility to provide the right provision in their area. ...Early help may be appropriate for children and families who have several needs, or whose circumstances might make them more vulnerable. It is a voluntary approach, requiring the family’s consent to receive support and services offered.”
(Working Together to Safeguard Children 2023, Chapter 3)

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2 What do we mean by Early Help?

- Early Help is everyone's responsibility
- Early Help is a term used in Torbay to describe our holistic approach to supporting children and families as soon as needs emerge or re-emerge.
- Families should be enabled and supported to have the right help, right service, right time talking to key trusted adults about their needs so that statutory interventions can be avoided where this is appropriate.
- Early help is voluntary and consent from children, young people and their families to work with them should always be sought.
- Intervening as early as possible, regardless of the age of the child or young person, can positively improve their outcomes.
- Early help is a collaborative approach and relies on partner agencies working together effectively with families to identify strengths and needs promoting resilience.
- Early help can be provided through a single agency or a multi-agency response as appropriate to the needs of the child and family.

Key features of the model that are included in this training are:

- Family Hubs – one hub in each area (Torbay, Brixham, Paignton) – which promote ease of access to services via co-located delivery. The hubs provide families with children and young people aged 0 - 19 access to a broad and integrated range of early help to support their needs and build stronger relationships. Venues are safe spaces for children, young people and their families, that they are accessible to them, and that they promote the concept of 'right help, right service, right time'.
- Clear pathways that show what needs to happen at each stage of a family's journey within the system to help manage their needs at the earliest opportunity.
- Family hubs - the function of the lead for each workstream focusing on supporting partners to make connections and develop the universal offer available to children and families.
- As per the governance model, a clear line of communication which enables the work stream leads to convey both their and the community's knowledge of any gaps in provision or commissioning that need to be heard by key decision makers.
- Referrals to the Early Help will be completed using the [portal](#) for professionals and parents. Parents can self-refer supporting our restorative practice model of encouraging engagement at the earliest opportunity. Professionals will complete the Early Help Assessment that builds on the strengths and needs of the family.
- Embedding the principles of Family Group Conferencing within Early Help.

3 Aims and Objectives of This Training

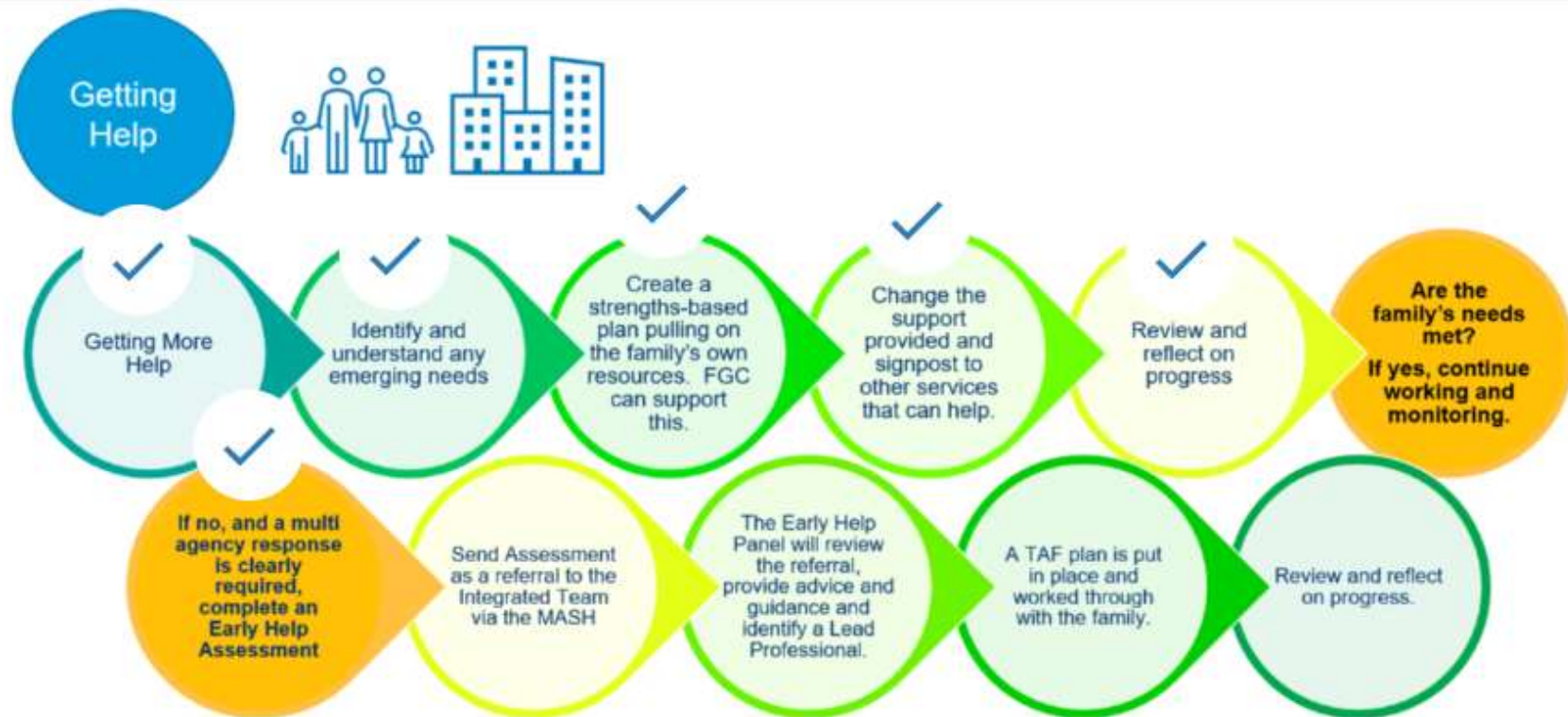
AIMS

- To inform partners of the Partnership Early Help Model, how it will work, and how they may both contribute and be supported by it

OBJECTIVES

- By the end of this training module, participants will be able to articulate the key features of the Partnership Early Help Model
- By the end of this training module, participants will be able to articulate how their role and organisation can both contribute and be supported by the Partnership Early Help Model

4 Partnership Early Help Model



Getting More Help

Universal Services work alongside children and families supporting and developing resilience to improve family life. Link to Universal Services and signpost to Family Hubs. [Home - Family Hub \(torbayfamilyhub.org.uk\)](http://torbayfamilyhub.org.uk)

Identify and understand any emerging needs

Consider the family's support network and whether family group conference would be beneficial.

Create a strengths-based plan pulling on the family's own resources.

This is where you may want to introduce the idea of a Family Group Conference (FGC) to support the family to create their own plan. Family Group Conference is an independent service focussed on developing and sustaining the resilience in the support network.

Family Group Conferences hold children central to their plan and children over the age of 5 can be supported by an advocate. The child or young person can identify anyone significant in their support network to be a part of the plan.

Young people can self-refer to Family Group Conference without the need for parental consent.

No other professionals attend the Family Group Conference, it is centred around the family creating their own plan. The plan will be shared with person who has made the referral and then shared with the family. Plans are then reviewed on a regular basis.

Referrals to the FGC team please email: FGC.referrals@torbay.gov.uk

Targeted Services

Consideration that the family require targeted support due to wider needs identified.

Early Help Assessment to be considered and completed with consent of the family.

Review and reflect on support plan with family

This will enable you to ask the question of:

Are the family's needs met?

If yes, carry on working with the family as you are.

If no, this is where you may want to consider a Family Group Conference or whether there needs to be a multi-agency response.

If the family's needs are not met and a multi-agency response is clearly required

1. Complete an Early Help Assessment. Complete and send the assessment to the integrated team, via the [portal](#).

2. ATMs will triage Early Help Assessments received and where appropriate send to Early Help Panel.
3. The Early Help Panel will review the referral, provide advice and guidance and identify a Lead Professional.
4. A Team Around the Family (TAF) plan is put in place and worked through with the family.
5. Review and reflect on progress.

If you've not accessed a Family Group Conference already you may want to consider this as part of the TAF plan.

5 Embedding Early Help into the Community

5.1 Early Help and the Integrated Partnership Approach

The partnership model for delivering Early Help in Torbay based on the integrated working of key professionals and community-based organisations across the entire Bay. The three Family Hubs act as the conduit to the community and provide an easy way for children and families to access universal and universal plus services. The Family Hubs are based in each of the main towns - one each in Torquay, Paignton and Brixham

The Family Hubs are akin to “networks” brought together to allow for collaborative working within their localities.

The Family Hub mode of operation builds on the previous locality partnership/network principles developed during the initial redesign of the Early Help model in Torbay. In summary, these principles are:-

- Build relationships, skills and knowledge between partners in a way that promotes the linkages with a wide variety of services that can help children, young people and their families
- Share good practice and “problem solve” where partners may need advice and support from their peers as to how to address challenging or emerging needs

- Hear the voice of communities, including children and young people, in terms of an up-to-date picture of needs, priorities or opportunities in the locality and evaluating how services should be delivered. It is envisaged that each locality will have either clear link with existing fora where they exist and may wish to additionally develop a small advisory group to feed into it.
- Identify common needs and priorities in relation to service gaps to meet needs which can either be met through partners identifying joint solutions or which, if this is still insufficient to address the need, may require escalation to the Early Help Board and commissioners through the governance structure
- Receive feedback and engage with representatives from the Early Help Implementation Board in relation to strategic developments and any relevant information for wider discussion
- Share knowledge of funding streams or opportunities which would benefit individual partners or a collaborative approach to bidding
- Be able to invite guest speakers on particular topics of interest, including members of the groups to share knowledge of their work
- Receive relevant Intelligence Reports from the Local Authority
- Receive feedback around the usage of the hubs and identify any further opportunities through these
- Identify common Workforce Development needs and have access to opportunities through the Partnership Workforce Development Strategy

Importantly, The Family Hubs provide a single point of access for children and families to essential services across the universal, universal plus and targeted help offer. There is more information about the Family Hub offer in section 5.2 below.

The current list of partners engaged in the Early Help Partnership are identified in the table below. Please note that this will inevitably change over time – please therefore check that you have the most recent version of this Induction Guidance or refer to whichever digital vehicle is used to keep these lists updated. If your organisation is not on these lists – please let us know!

Torquay	
Service Deliverer	Service Delivered
0-19 Torbay	
0 to 19 Torbay -St Edmunds	Family Support
0 to 19 Torbay - St Edmunds	Child Development
0 to 19 Torbay - St Edmunds	Baby Massaging
0 to 19 Torbay - St Edmunds	Infant feeding support
0 to 19 Torbay - St Edmunds	Low level speech & language support
0 to 19 Torbay - St. Edmunds	Health visiting
0 to 19 Torbay - St. Edmunds	School nursing
0 to 19 Torbay - Victoria Road	Young People Substance Misuse
0 to 19 Torbay - Victoria Road	Young People Advocacy
0 to 19 Torbay - Victoria Road	Young People Independent visitors
Torbay CSC - Early Help	
Torbay CSC - Early Help	Family Intervention Team
	Supporting Families

	Team
	Youth Homelessness Prevention Team
	Community Engagement Worker
Early Years Settings - 27 Childminders	
Abbey School Nursery	0-5years & Wrap around
Acorns Pre-School	0-5years & Wrap around
Furrough Cross Pre-School	0-5years & Wrap around
Hatfield Nursery	0-5years & Wrap around
Holy Angels Pre-School	0-5years & Wrap around
Kiddi Caru	0-5years & Wrap around
Little Palms Nursery	0-5years & Wrap around
Mama Bears (BR)	0-5years & Wrap around
Peekaboo Childcare Torquay Ltd	0-5years & Wrap around
Phoenix Childcare	0-5years & Wrap around
Rainbow Day Nursery	0-5years & Wrap around
Southernwood Nursery	0-5years & Wrap around
St Matthias Pre-School and Childcare Centre	0-5years & Wrap around
Tops Babbacombe	0-5years & Wrap around
Watcombe Children's Centre Nursery	0-5years & Wrap around
Imagine This Partners and Associated Services	
Chelston Action Group	COMMUNITY CENTRE/DEV
Children's Society, Torquay	YOUTH SERVICES AND TARGETED INTERVENTION
Chill'd Out Youth Project	COMMUNITY CENTRE/DEV
Eat That Frog	TRAINING PROVIDER
Fort Apache Adventure Playground	PLAYGROUND

LiveWest (Torbay Foyer)	HOUSING/YOUTH SERVICES
PHAB Torquay	COMMUNITY CENTRE/DEV
Play Torbay	PLAY SERVICES + ALTERNATIVE EDUCATION
Sendiass	SEND
South West Family Values	FAMILY INTERVENTION
Torbay Community Development Trust	COMMUNITY DEVELOPMENT
Torbay Youth Trust	YOUTH SERVICES
Torre Abbey	YOUTH SERVICES
Turning Heads	EDUCATION SERVICES
Other Engaged Partners	
Abbey Adventures Holiday Club	HOLIDAY CLUB
Acorn Centre	COMMUNITY CENTRE/DEVELOPMENT
Air Cadets (Torquay)	UNIFORM
Carers Aid Torbay	SUPPORT
Checkpoint	MENTAL HEALTH
Children with Disability Team (CWD_ Torbay Children's Services	SEND/FAMILY SUPPORT
Children's Learning Disability Health Team	SEND
Christians Against Poverty (CAP)	MONEY/SUPPORT
Community Larder	FOOD BANK TORQUAY
DeCiDe	SEND/FAMILY SUPPORT
Disability Support Torbay	SEND/SUPPORT
Ellacombe Community	COMMUNITY

Partnership	CENTRE/DEVELOPMENT
Family Matters	FAMILY THERAPY
FIPCAN (Family Information and Play for Children with Additional Needs)	SEND/FAMILY SUPPORT
Hatfield Nursery Zoo Club	HOLIDAY CLUB
Have Your Say	MENTAL HEALTH
Helping Hands	YOUTH SUPPORT
Medway Centre	COMMUNITY CENTRE/DEVELOPMENT
Phoenix Childcare Holiday Scheme	HOLIDAY CLUB
PLUSS	EMPLOYABILITY/ADULT SUPPORT
RELATE	CHILD CARE AND FAMILY SUPPORT
Riviera Life Church	CHURCH/CHURCH BASED
SALT - Speech & Language Therapy	THERAPY
Shekinah	EMPLOYABILITY/MENTAL HEALTH/ADULT SUPPORT
St Mary Mags	CHURCH/CHURCH BASED
St Marychurch Pre-School	PRE-SCHOOL
St Matthias Church	CHURCH/CHURCH BASED
The Mooring	MENTAL HEALTH
Tissues and Issues	SEND/FAMILY SUPPORT
Torbay District Scouts	UNIFORM
Torbay Drug and Alcohol Service	SUBSTANCE SUPPORT
Torbay Olympic Gymnastics Club	SPORTS

Torquay United Community Sports Trust	SPORTS
Upton Vale Baptist Church	CHURCH/CHURCH BASED
Watcombe Children's Centre Nursery Holiday Club	HOLIDAY CLUB
Windmill Centre, Torquay	COMMUNITY CENTRE/DEVELOPMENT

Paignton	
Service Deliverer	Service Delivered
0-19 Service	
0 to 19 Torbay - Kings Ash House	National childhood measurement scheme
0 to 19 Torbay - Kings Ash House	Bladder & Bowel support
0 to 19 Torbay - The Beehive	Family Support
0 to 19 Torbay - The Beehive	Child development support
0 to 19 Torbay - The Beehive	Parenting support - antenatal & under 5's
0 to 19 Torbay - The Beehive	Infant feeding support
0 to 19 Torbay - The Beehive	Baby massage
0 to 19 Torbay - The Beehive	Low level speech & language support
Early Years Settings	
Braeside at Sunflowers	0-5years & Wrap around

Collaton St Mary Pre-School	0-5years & Wrap around
Mama Bears (LR)	0-5years & Wrap around
Mama Bears (MR)	0-5years & Wrap around
Muddy Wellies Nursery	0-5years & Wrap around
Preston Community Pre-School	0-5years & Wrap around
Roselands Community Nursery & Playschool	0-5years & Wrap around
St Pauls Second Steps Pre-School	0-5years & Wrap around
White Rock Pre-School	0-5years & Wrap around
Imagine This Partners and Associated Services	
Doorstep Arts	YOUTH SERVICES - ARTS
Foxhole Community Association	COMMUNITY DEVELOPMENT
Foxhole Unique Neighbourhood (FUN)	COMMUNITY DEVELOPMENT
Gaia Giving	COMMUNITY DEVELOPMENT
Great Parks Community Association	COMMUNITY DEVELOPMENT
HealthWatch Torbay	HEALTH
Home-Start, South and West Devon	CHILD CARE AND FAMILY SUPPORT
Imagine Torbay Multi Cultural Group CIC	MULTI-CULTURAL GROUP
Libraries Unlimited	LIBRARY SERVICES
Love Enterprise Group/Glo Church	YOUTH SPORTS + RELIGION
Paignton Community & Sports College	SPORTS

Play Torbay	PLAY SERVICES + ALTERNATIVE EDUCATION
Sanctuary Housing	HOUSING
Sound Communities CIC	YOUTH SERVICES
Wild Fox Adventure Playground	PLAYGROUND
YMCA (South Devon)	YOUTH SERVICES AND CHILD CARE
YMCA South Devon - Jungle Holiday Club	HOLIDAY CLUB
Youth Genesis Trust	YOUTH SERVICES
Other Engaged Partners	
6th Torbay Britannia Sea Scouts RN29	UNIFORM
Centrepeace	MENTAL HEALTH
Children & Families in Grief	SUPPORT
Christ Church Youth Club	YOUTH SERVICES
Church 180	CHURCH/CHURCH BASED
Community Larder	FOOD BANK PAIGNTON
Crafty Fox	CAFÉ
Curledge Street Academy & Nursery	PRE-SCHOOLS
Daybreak (Step One), Paignton	SUPPORT
DOVES	SEND
Down South	SEND
Goodrington Methodist Pre-School	PRE-SCHOOLS
Great Parks Chapel	CHURCH/CHURCH BASED
Integrated Youth Support Service (IYSS)	TARGETED YOUTH INTERVENTION
Kids Matter	FAMILY SUPPORT
Living Waters Church	CHURCH/CHURCH

	BASED
Mencap	SEND/SUPPORT
Paignton Baptist Church	YOUTH SERVICES
Paignton Library	LIBRARY
Parkfield Torbay	OTHER
Polonia Youth Club	YOUTH SERVICES
Reach Outdoors	SPORTS
ROC Aspects, ROC Active, ROC Creative Torbay	SPORTS/LEARNING/EMPLOYABILITY
Salvation Army, Paignton	CHILD CARE AND FAMILY SUPPORT
St Matthias Church	CHURCH / CHURCH BASED
TALKWORKS (prev. DAS)	MENTAL HEALTH
Torbay & District Lifesaving & Lifeguard Club	SPORTS
Torbay BMX	SPORTS
Torbay Carers Service	SUPPORT
Torbay Citizens Advice	ADVISORY SERVICE
Torbay Special Needs Playscheme & Saturday Club	HOLIDAY CLUB
What's Your Problem	ADVISORY SERVICE/EMPLOYABILITY
Youth Offending Team (YOT)	YOUTH INTERVENTION/SERVICES

Brixham	
Service Deliverer	Service Delivered
0-19 Service	
0-19 Service - The Barn	Family Support
0-19 Service - The Barn	Child Development
0-19 Service - The Barn	Baby Massaging
0-19 Service - The Barn	Infant feeding support
0-19 Service - The Barn	Low level speech & language support
Early Years Settings	
Butterflies Pre-School (Brixham)	0-5years & Wrap around
Galmpton Pre-School	0-5years & Wrap around
The Nest Neighbourhood Nursery	0-5years & Wrap around
Imagine This Partners and Associated Services	
Indigos (Play Torbay)	PLAY SERVICE
YES! Brixham	COMMUNITY DEVELOPMENT /EMPLOYABILITY/HOUSING /YOUTH SERVICES
Indigos Go Wild Adventure Playground	PLAYGROUND
Lupton House	THERAPEUTIC SUPPORT
Play Torbay	PLAY SERVICES + ALTERNATIVE EDUCATION
Other Engaged Partners	
Air Cadets (Brixham)	UNIFORM
Boys Brigade (1st Brixham)	UNIFORM
Brixham Baptist Church	CHURCH/CHURCH BASED

5.2 Family Hubs Offer – Torbay

[Family hubs](#) bring together different services in a 'one stop shop' to make it easier for families to get the help they need. They provide a single place to go for face-to-face support and information from a variety of services.

[Family hubs](#) make it easier for families to get the support they need, with trained staff on site who work together to help support children and families.

At the heart of all family hubs are services for families with 0 to 2 year-olds, which give babies the best [start for life](#).

Services include:

- support for home learning
- parenting classes
- midwifery
- health visiting
- infant feeding advice
- perinatal mental health support.

Torquay		
Location	Services Currently Delivered	Address
LiveWest (Torbay Foyer)	Housing, Youth Services	Brunswick House, TQ1 4DZ
The Burton Academy	Education al Facilities	S Parks Road, Torquay, TQ2 8JE
ASC Hubs	Various	TBD

Paignton		
Location	Services Currently Delivered	Address
Parkfield Torbay	Youth Services, Sports	Colin Road, Paignton, TQ3 2NR
Crafty Fox Cafe	Café, Information Service	Foxhole Road, Paignton, TQ3 3SU
Brunel Academy	Education al Facilities	Torquay Road, Paignton, TQ3 2AL
GLO Torbay	Café, Community Space	Unit 5 Victoria St, Paignton TQ4 6PE
ASC Hubs	Various	TBD

Brixham		
Location	Services Currently Delivered	Address
YES! Brixham	Employability, Youth Services, Housing	Bolton Street, Brixham, TQ5 9DH
Brixham Baptist Church	Faith Based Practice	Market Street, Brixham, TQ5 8EU
Brixham Town Hall	Town Council Operations	New Road, Brixham, TQ5 8TA
ASC Hubs	Various	TBD

6 Early Help Partnership Model Pathways and the Roles and Responsibilities of Partners

6.1 Summary of the Pathway

- Parents/carers can self-refer to Early Help for support sharing their ask to early help using the [portal](#).
- Key professionals can complete their own assessment via the [portal](#) or MASH with the family's consent when a family needs help, and partners will support families to meet their needs and improve outcomes for children. The early help assessment is a holistic tool which identifies a family's strengths and needs holding children's voices central to support and planning. The Team Around the Family plan (TAF) is formulated from the assessment with the plan reviewed and monitored.

The Pathway as of Jan 2025

- If a family's needs are escalating and it is clear to partners that a multi-agency response is needed, they should complete an **Early Help Assessment**. (Early Assessment Training is a separate training module which can be accessed via [iLearn](#) or trainer led session delivered quarterly– (a copy of the Early Help Assessment is attached as Appendix 1)
- If a partner is unsure whether they should refer, they should in the first instance have a conversation with the Early Help ATM (Assistant Team Manager) to see (a) whether a referral into the Early Help Panel via the portal/MASH is needed or (b) to discuss if there is any other known source of support through universal services (Family Hubs) that could support the child/young person or family. **Partners are encouraged to do this wherever possible as it is likely that support is available in the community that can be accessed more quickly for the family than going through the referral process**

- Where it is agreed that a referral is necessary, partners should complete an **Early Help Assessment**. (Early Help Assessment Training is a separate training module – a copy of the Early Help Assessment is attached - see Appendix 2)

If partners need support with the **Early Help Assessment** or need information and/or advice around a family's needs, support can be provided by the Assistant Team Manager (ATM).

- The **Early Help Assessment** is sent as a referral via the [portal](#) or MASH. Where a single agency response is appropriate and a Lead Professional can be easily identified, this is referred to that single agency for action.
- Where a multi-agency response is required and there is no obvious Lead Professional at this stage, the family is referred to the weekly **Early Help Panel** to identify what needs to happen. It is highly recommended that lead professionals are those who have the best relationship with a family to ensure successful family engagement. Lead professionals should access support off other partners from any relevant Torbay wide services.

Digital Service Information Portals

- [Family Hubs Torbay](#) is our portal for information about a range of services, accessible for families and professionals. The hubs website is our central point where families will find advice, support and services to help them throughout their family journey, from newborns to 19-year-olds, or up to 25-year-olds with special educational needs and disabilities (SEND).

6.2 The Use of Family Group Conferencing

- Family Group Conferencing (FGC) is a universal offer to all families. Family Group Conference is embedded within Early Help practice and offered to families across Torbay. Young people and families can self-refer to Family Group Conference. A Family Group Conference is a family-led decision making meeting in which the support network come together to make a plan for a child. The process is supported by an independent coordinator who helps the family prepare for the family group conference. Children are involved in their own Family Group Conference, often with support from an advocate.

Partners are encouraged at this stage to consider how wider members of a family or a family's wider network can bring strengths that can support the family.

7 Restorative Practice – An Approach to Working With Children, Young People and Families

What is Restorative Practice in Torbay

Torbay Children's Services and Local Area is adopting a restorative practice approach in how we work with children, young people and families. Restorative Practice is a way in which we can build and maintain positive, healthy relationships and a way to resolve difficulties and repair harm.

Restorative practice is embedded within our Early Help model.

We understand that life can sometimes be hard and what happens to us can affect how we think, feel, and behave. We know that how we work with children, young people and families to talk about this and the ways in which we support them are important.

We recognise that listening to children, young people and families and working 'with' rather than doing things 'for' or 'to' is the best way we can help support. It means our practitioners will focus on building positive relationships through respectful communication, collaboration and shared decision making to help create positive change.

The benefits of working restoratively include:

- Respectful conversations help to truly understand an individual's life events
- Encourages families to become more self-sufficient
- Shared decision making and co-planning leads to better outcomes for children and families
- Teamwork promotes successful multi agency working
- Open and honest conversations help to build relationships and manage expectations
- Reducing, preventing, and addressing harmful behaviour to keep everyone safe
- Addresses conflict and seeks to repair harm when things go wrong
- Trauma informed practice allow safe conversations to take place
- Inclusive practice promotes working together with children, young people, and families, so they feel respected, listened to, and heard
- Voices of children are key, so we hear their wishes and feelings and where possible act upon them
- Encourages the building, maintaining, and repairing of all relationship

8 Early Help Outcomes Framework

We are keen to acknowledge the contribution that all partners make towards positive outcomes for children, young people and their families through the delivery of Early Help.

Measuring the impact of Early Help is notoriously difficult, as measuring something that “didn't happen” because you have prevented it is not as easy as measuring something that did.

However, it is considered important to measure performance and continuously seek out learning opportunities to improve services. Therefore, a quality assurance (QA) framework has been developed to be able to provide assurances that Early help is having the desired impact on children and their families. The QA framework will be rolled out in two phases as follows:-

Phase 1 – The roll out of the QA framework focusing on the Early services internal to the Local Authority – Family Intervention, FGC, Youth Homeless Prevention and Reducing Parental Conflict. This framework will be implemented in February 2025 following feedback of the process in January 2025.

Phase – Once the phase 1 implementation is embedded the QA framework will be developed to include the wider partnership.

9

Workforce Development

As part of the development of the Partnership Early Help Model, we are keen that all partners and practitioners feel supported to do so.

It is important to understand that a Workforce Development Strategy is more than a training plan. Moreover, it should articulate the approach to achieving a highly skilled workforce who share and live common values and who understand both theirs and others' contribution to the lives of children, young people and their families and how these interact.

The Workforce Development Strategy has been developed with partners via the Family Hub collaboration.

10 Contact Details

The Early Help Service, Torbay Children's Services, Electric House, Torquay.

Email: earlyhelp@torbay.gov.uk

11 Appendix 1 – The Early Help Assessment and Early Help Plan Early Help Assessment

This early help assessment is a voluntary process and should always be completed with the child, young person and family. Ensure signed consent has been obtained.

Torbay Council ECAF Tel: Fax:	<h1 style="margin: 0;">TORBAY COUNCIL</h1>										
Early Help Assessment											
Date Assessment Started:											
Date Assessment Completed:											
	<table border="1" style="width: 100%;"> <tr> <td style="width: 10%; text-align: center;">Y/N</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>LA – Family Intervention Team</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Homeless Prevention</td> </tr> <tr> <td><input type="checkbox"/></td> <td>LA –Single Assessment Team</td> </tr> <tr> <td><input type="checkbox"/></td> <td>LA – Operational Services</td> </tr> </table>	Y/N		<input type="checkbox"/>	LA – Family Intervention Team	<input type="checkbox"/>	Homeless Prevention	<input type="checkbox"/>	LA –Single Assessment Team	<input type="checkbox"/>	LA – Operational Services
Y/N											
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<input type="checkbox"/>	LA –Single Assessment Team										
<input type="checkbox"/>	LA – Operational Services										

	<input type="checkbox"/> LA – CWDT <input type="checkbox"/> Criminal Justice <input type="checkbox"/> Education <input type="checkbox"/> Early Years <input type="checkbox"/> Health <input type="checkbox"/> Action For Children <input type="checkbox"/> Voluntary & Community Services		
Person leading on assessment			
Contact Details			
Who else is working with our family			
Please consider all universal services and any additional services working with adults or children			
Organisation Name	Role/Services	Name	Contact Details Telephone number / Email
	<input type="checkbox"/> Y/N <input type="checkbox"/> Advocate <input type="checkbox"/> Child Minder <input type="checkbox"/> Children's Guardians <input type="checkbox"/> College <input type="checkbox"/> Criminal Justice Service Provider		

	Dentist		
	District nurse		
	Early Help Family Support		
	Education welfare officer		
	General Practitioner		
	Health visitor		
	Hospital		
	Housing Services Provider		
	Independent visitor		
	Mental Health Worker		
	Minded Child		
	Nursery		
	Occupational Therapist		
	Optician		
	Other		
	Other health professional		
	Paediatrician		
	Patient		
	Psychiatrist		
	Play therapist		
	Playgroup		
	Police		
	Practice or Surgery		

	Psychologist		
	School		
	School nurse		
	Senco		
	Service Provider		
	Social Services		
	Solicitor		
	Special Needs Officer		
	Teacher/head teacher		
	University		
	Voluntary Service Provider		
	Youth offending team worker		

Useful information to know when working with our family

Your Family’s Consent and Privacy

We would like to contact other agencies so we can gather information for the purposes of completing the Early Help Assessment. This information will include contact with agencies, immunisations, disability, any drug or alcohol misuse, any mental health issues. We will be asking those agencies for information about the adults and children in your family. Please tell us below whether you are happy for us to contact these agencies. You can withdraw your consent at time

by informing your social worker.

Consent

	I consent to the Early Help Assessment <i>(please tick)</i>
	I consent to the Torbay Early Help Assessment being undertaken and confirm I have parental responsibility for the child or children in this assessment. I understand that I may withdraw from this process at any time. I/we agree to information being shared about me/us and my/our family with the Council's partner organisations in order to provide me/us and my/our family with Early Help Services and Support.

Name of Parent / Carer	Signature	Date
Name of Family Member <small>(including children and young people)</small>	Signature	Date
Name of Professional	Signature	Date

Is there anyone else who has parental responsibility for this child/ren and needs to be informed of this assessment process? Yes / No ?

If yes, please give details:

Name:

Address:

Email:

Phone:

Who's in our family

Child(ren) details

Full Name	
DOB	
Age	
Address	
Languages	
Interpreter Required?	
Religion	
Ethnicity	
Disabilities	
SEN Statements	

Who's in our family

Name	Gender	Date of Birth Or expected date	Age	Relationship	Parental responsibility Y/N	Address	Language	Ethnicity	Religion	Disability	Interpreter required Y/N

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Our family - Genogram

My family and important people to me (draw or write)

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Our family story

What has happened in the	
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past	
What is happening right now	
What are you worried about and why	
What is going well for your family	
I feel happy when....	
I am proud of...because...	
Which of my family and friends are able to help me at the moment?	
What support would help to address my worries and concerns	
What will be the hardest thing for me in making changes	
Views of Child/Young Person	
Is the child under 5?	Yes / No
Voice and views of the child/young person	

What I do day to day	
These people are important to me....	
Me and my family are good at	
Me and my family need to make the following changes to make things right	
School and achievements	
Current School/Nursery Name All types of provision	
Child's school attendance	
Highlight School attendance last year Or nursery if appropriate	100-95% 94-85% 84-75% 74-50% 50% or less other
Highlight School Attendance this year	100-95% 94-85% 84-75% 74-50% 50% or less other

Educational achievement

Over time	Reading	Writing	Speech and Language	Mathematics	Date of Assessment
	Y/N	Y/N	Y/N	Y/N	
24 months ago	Alternative Assessment Method	Alternative Assessment Method	Alternative Assessment Method	Alternative Assessment Method	
	Beginning	Beginning	Beginning	Beginning	
	Developing	Developing	Developing	Developing	
	Secure	Secure	Secure	Secure	
12 months ago	Alternative Assessment Method	Alternative Assessment Method	Alternative Assessment Method	Alternative Assessment Method	
	Beginning	Beginning	Beginning	Beginning	
	Developing	Developing	Developing	Developing	
	Secure	Secure	Secure	Secure	
Now	Alternative Assessment Method	Alternative Assessment Method	Alternative Assessment Method	Alternative Assessment Method	
	Beginning	Beginning	Beginning	Beginning	
	Developing	Developing	Developing	Developing	
	Secure	Secure	Secure	Secure	
Date of EHCP:					

Recommendations and next steps	
Have you completed a DASH risk assessment?	Yes / No
Have you completed a child exploitation toolkit?	Yes / No
Has a FGC been held?	Yes / No
Has the graded care profile 2 been used?	Yes / No
Has a DARAC risk assessment been completed?	Yes / No
Has any other tool been used to inform this assessment?	Yes / No
Any supporting documentation received and where this can be found	
Analysis following assessment	
Recommendations and next steps	

Suggested Outcome	Y / N Early Help Panel Y / N Early Help Plan Y / N Team Around Family Meeting Y / N Early Help Completed
Name of Practitioner completing assessment	
Signature:	
Name of Manager	
Signature:	

Once completed, this assessment must be sent to

The Assistant team Manager The Early Help Service,
Torbay Children's Services

earlyhelp@torbay.gov.uk

Early Help Plan

Team Around the Family Meeting date:

Meeting attendees/apologies:

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Summary of meeting discussion points::

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Our Family Plan (what will be our next steps)

What are the first steps to making things better and moving towards the goals?

What are we going to change/ improve/ strengthen? (Link to needs identified in 'What's going on in our family?')	What are we going to do to make this happen? (Activities)	Who in our family or professional network will do this and what support will we need?	By when? (Specific timescales)	Outcome for our family (How will we know when things have improved / what will life be like for the child(ren)/family)?

When should we get back together again to review the plan and the progress?

Date & time:

Venue:

Lead Professional:

Date completed:

**Parents'/Carers'
signature:**

Date:

**Young person's
signature:**

Date:

Worker's signature:

Date:

Manager's signature:

Date:

Once completed, this plan must be sent to

The Duty Assistant team Manager, The Early Help Service, Torbay Children's Services. earlyhelp@torbay.gov.uk

