

# **Early Help Assessment and Plan**

**Guidance  
notes for  
completion**



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# Section 1: Family & Network

## a. Who is in the family?

- List the names of **each** member including surnames of everyone who is part of your family/household
- Add the full address and contact details for the family

## b. Who are your wider family, friends and other people who could support you?

- List the names of people that are supporting you or who could support you. This could include workers too.
- It may be helpful to complete a genogram.
- Remember to think about the wider family network as well as the professional services

## Section 2: What's going on?

- *Always include the voice of the child and parents/carers and professional*
- *Consider adding photos of the children's wishes and feelings here*
- add wishes and feelings and/or observations of all children even non-verbal children.
- Consider adding a copy of your genogram or other family network tools used here after the detail of the network views.

### **a. What are our worries?**

*What is causing upset, worries or affecting the well-being of your child/young person and family currently?*

Tell us why the family feel an EHAP would be beneficial

#### ***Think about:***

- Past Concern/Harm to Children
- Action / Behaviour – who, what, where, when; Incidence & Impact
- Future Worry/Danger for Children
- Worries for the future if nothing changes

**b. What is working well? What supports you?**

*When faced with worries, what has been done that worked to reduce these? What helped before when things were tough?*

***Think about:***

- Existing Strengths
- Existing Safety/Wellbeing/Success
- The Strengths demonstrated as protection over time
- Must directly relate to worry/danger

**c. What makes things more complicated?**

*What things are getting in the way and making it more difficult to deal with the situation? What keeps things stuck!*

***Think about:***

- Factors which make the situation more difficult to resolve
- consider the impact it has on the child. Is this a worry and can something be done about it?

**d. What needs to happen? What do you and your family want to happen next?**

***For example:***

- Share information about help available within the community.
- Take for discussion to the Family Hub for further advice.
- Ask a Family Network Adviser for some support to put a Family Network Plan in place.
- Arrange an EHAP meeting where the family and all support agencies meet with an identified lead worker from one of the partner agencies.

# Section 3: Where are we now/where do we want to be?

(for multi-agency working alongside the family)

## a. Our Worries: (Where are we now?)

*Name each of the worries. Say who is worried, what has happened for you/them to have a worry and what could happen if nothing changes.*

### **Think about:**

- Who is worried and what are you worried about?
- When? Give an example of what has made you worry.
- What this might mean for the child/individual if nothing changes...what could happen?

## b. Our Goals: (Where do we want to be?)

*Write what it would look like if things were better.*

### **Think about:**

- What would you need to see (family, and worker view)
- What evidence would tell us this has happened.
- What difference will this make to the child

## c. How far have we got to go?

**Scale:** put different judgment numbers on scale for different people (e.g., child/young person, parents, network of family and friends, different workers, etc.)

**Who is Scaling and why:** why did they scale at this and what will take you up a number or two? What would we need to see to get to a 10.

## Section 4: Our Plan - *Who is going to do what to help move things forward?*

These are the next steps and what people will do to move us up the scale and towards our goals

### **Our Review**

#### a. Scaling the existing worries:

- Revisit your worries and scale your progress.
- Take a look at the original worries and goals, insert them in the review document and scale them. *On a scale of 0 -10 where 10 is a (insert summary of goal), and 0 is (insert summary of worry), where are you today?*
- Think about why your scaling is not a zero and what would be happening for you to scale even higher.
- You can choose to scale each worry separately or you may wish to scale overall.
- Put different judgment numbers on scale for different people (e.g., child/young person, parents, network of family and friends, different workers, etc.) why they scale at this, and what would we need to see to get to a 10.

### b. Update the plan

- After reviewing how things are going, change or add any new actions to your plan that continue to help achieve your goals.
- Make sure you put a timescale on actions and ensure everyone knows who's doing what.

### c. Arrange a date for your next review meeting and add details to the document.

### d. Have we got where we want to be?

- Think about progress made, are we confident that there is no longer a need for the EHAP to continue.
- What is the backup plan to prevent our worries coming back?



# **Ending Our Plan**

## **a. How is everyone feeling now?**

When things are better for the family, and the actions have been met on the plan, the EHAP can close.

## **b. Child/Young Persons views?**

What has been the best part of your plan?

Is there anything you would have liked to have been different?

What have you learnt that you can use as you move forward?

## **c. Parent/Carers views?**

How has the plan made a difference to your child and family?

What have you learnt that you can use as you move forward?

## **d. Family's Network including professional's views?**

How has the plan made a difference to the child and their family?

What would you say was the most successful part of the EHAP?

## **e. Back-up Plan:**

Define what steps can be taken and who will be contacted if things deteriorate. Look to the Family's natural network for support.

## **f. Feedback**

Please click on the relevant link to complete feedback on your EHAP experience.

## Section 5: Signposting for additional information and resources:

- Norfolk Safeguarding Children Partnership ([norfolklscp.org.uk](http://norfolklscp.org.uk)).
- Early Help page for People working with children | NSCP | PWWC ([norfolklscp.org.uk](http://norfolklscp.org.uk)).
- Children and families - Norfolk County Council
- Upload early help assessment and plans - Norfolk County Council

