

Early Help Assessment / Turnaround Families Identification / TAF Plan & Review Process

Contact - 01202 735046

childrensfirstresponse@bcpcouncil.gov.uk

- Is Early Help Assessment (EHA) already in place?
- Is family known to Turnaround Families programme?
- Is family open to Childrens Social Care?
- Confirm you will be able to **securely** email EHA and follow up TAF Plan & Reviews.

Prior to the EHA discuss the Privacy Statement with the family and get a signature to verify their understanding.

Start your Assessment with the family and gather further information from other involved practitioners. Use EHA form to record and analyse gathered information. Complete the Turnaround Families Checklist (TF Checklist).

With family check EHA for accuracy.

Give family copy of completed EHA.

Register the final agreed EHA and TF Checklist by emailing securely to eha.submissions@bcpcouncil.gov.uk

Remember to type in your name where it asks you to confirm you hold a signed 'Hard Copy' of the Privacy Statement and if possible, scan and email with EHA and TF Checklist.

Identify what other agencies need to be in the Network/TAF meeting.

Invite potential Network/TAF members and fix date, time & venue. Give them copy of EHA and TF ID form.

At first Network/TAF meeting confirm Lead Professional, check if still the most appropriate person at all further Network/TAFs, (always inform eha.submissions@bcpcouncil.gov.uk of any changes in Lead Professional.)

Using the skills and knowledge of the multi-agency Network/TAF and Family, agree Critical Worries, Changes Needed and Smart Actions to achieve changes and agree identified TF Checklist.

Using the same form and updating at each Network/TAF meeting, record relevant information on the TAF Plan & Review.

Remember to email (or provide) a copy of the updated document to all professionals, the family and eha.submissions@bcpcouncil.gov.uk.

When TAF Plan concludes, desired changes achieved, and case closed, please securely email the final completed TAF Plan & Review along with the final Turnaround Families Checklist to eha.submissions@bcpcouncil.gov.uk and advise of closure.

At any stage, you can consult with the First Response Hub about next steps 01202 735046; Or ART Brokerage, 01202 458012, to identify potential services, agencies or resources to meet the needs you have identified? Use the BCP Inter Agency Referral Form to request additional support.