

Name	Early Help Assessment (EHA)
<b>Description</b>	<p>An Early Help Assessment includes:</p> <ul style="list-style-type: none"> <li>• Signed consent form</li> <li>• Details about the child</li> <li>• Details about the Family and Network</li> <li>• Presenting Issues</li> <li>• What are we worried about</li> <li>• What is working well</li> <li>• What needs to happen</li> <li>• Voice of the child</li> <li>• Scaling Question</li> <li>• Action Plan</li> <li>• Signed agreement to Plan</li> </ul>
<b>Author</b>	<p>Undertaken by a professional working with a child or young person, parent or carer. Wherever possible, the person who best knows the family should complete the EHA, this maybe someone that the parent has approached to ask for help or someone that the parent later nominates.</p>
<b>Process</b>	<p>An EHA is a holistic, co-produced assessment that considers the needs of all the children/family members alongside the home environment, health, education, parenting etc. and only takes place with the explicit consent and involvement of the family to do so.</p> <p>A team around the family (TAF) should then be held every six weeks, to review and update the plan with the family, network and professionals involved.</p> <p>In both the assessment and reviews, the child and young person must always be involved, and their voice heard, even if they do not want to attend in person. This is achieved using a creative range of tools which meet the child or young person's communication needs, developmental needs and preferences.</p>
<b>Timescale</b>	Up to 6 weeks
<b>Use</b>	<p>An Early Help Assessment will be completed if (1) a family request it (2) there is more than 1 agency involved with a child or young person and (3) the family are experiencing 1 or more problems.</p> <p>An EHA is not a referral document, it is a tool to assess the family at an early stage to prevent the problems from worsening and enable the family to solve their problems for themselves. It is therefore important to start it at the earliest opportunity, before the situation deteriorates.</p>
<b>Authorisation</b>	Team Manager
<b>Stored</b>	On the Liquidlogic Case Management System if provided

Name	Child and Family Assessment
<b>Description</b>	<p>A C&amp;F Assessment includes:</p> <ul style="list-style-type: none"> <li>• Details about the child</li> <li>• Details about the Family and Network</li> <li>• A Chronology of Significant Life Events</li> <li>• Worries – Past Harm and Complicating Factors</li> <li>• What is working well – Existing Strengths and Existing Safety</li> <li>• Voice and Lived Experience of Child, Family and Network</li> <li>• Danger Statement and Scaling Question</li> <li>• Bottom Lines</li> <li>• Timeline</li> <li>• Manager’s Authorisation</li> </ul>
<b>Author</b>	<p>Undertaken by a Qualified Social Worker supervised by a Qualified Social Work Team Manager</p>
<b>Process</b>	<p>A qualified Social Worker is allocated at the point that a Referral is determined by the first contact/locality team to require an assessment to determine the needs of a child or young person, based on the worries referred.</p> <p>The allocating Team Manager will identify the key issues on which to focus the assessment and also the expected timescale for completion of the assessment.</p> <p>Central to assessment is that the lived experience of the child or young person is clearly understood because the child or young person has been directly involved in mapping to find out what is working well, what is worrying and what needs to happen. This is achieved through the use of a creative range of tools which meet the child or young person’s communication needs, developmental needs and preferences.</p> <p>C&amp;F Assessments should involve meeting with all those who have natural connections to the child, including father/s, extended family, friends, neighbours and involved professionals.</p> <p>Mapping is used to help bring clarity to the complexity of working with children and families – in assessment it will take a number of meetings to sort out information that has been gathered so that it can be identified what is working well, what the worries are and what needs to happen next. Mapping frames risk by considering strengths, existing and future safety, as well as harm and danger. Mapping is supported by scaling questions and informs Danger Statements, Safety Goals, the Safety Plan and Bottom Lines.</p> <p>Assessment informs a Safety Plan based on the mapping of past harm, future danger and complicating factors with strengths, existing and required safety and a safety judgment. The Safety Plan is co-created by the network and that describes how the family will live its everyday life to show the child and the network, that the child will be safe in the future. The Safety Plan will also have a few Bottom Lines detailing what will happen if everyday safety is not achieved for the child</p>
<b>Timescale</b>	<ul style="list-style-type: none"> <li>• An Initial C&amp;F assessment is completed within 45 working days of a referral to first contact/locality team. Assessment should be proportionate to the level of worries and complexity.</li> </ul>
<b>Use</b>	<ul style="list-style-type: none"> <li>• An Initial C&amp;F assessment is used to decide whether a child is a child in need, a child in need of protection or a child with a disability</li> <li>• A updating C&amp;F assessment is used to inform a Child Protection Review and a Cared for Child Review.</li> <li>• A C&amp;F assessment is used to record the conclusions of a Child Protection Investigation</li> </ul>

<b>Authorisation</b>	<ul style="list-style-type: none"> <li>• A Qualified Social Work Team Manager</li> </ul>
<b>Stored</b>	<ul style="list-style-type: none"> <li>• On the Liquidlogic Case Management System</li> </ul>

Specialist Assessments	
<b>Name</b>	
<b>Description</b>	There are occasions when it is in the best interests of a child or young person for a particular area of need to be assessed in greater detail, either by a Qualified Social Worker or specialist with particular expertise
<b>Author</b>	Undertaken by a Qualified Social Worker or a specialist with particular expertise
<b>Process</b>	<p>The necessity of a specialist assessment will be agreed by the Team Manager responsible for managing and overseeing the assessment work. Where assessments are required through a specialist external to the Council, Senior Management agreement is required.</p> <p>Where an assessment may subsequently be used in Court by the Council, the assessment will be organised to ensure that it complies with legal guidance about the use of such assessments.</p>
<b>Timescale</b>	Various
<b>Use</b>	<p>All assessments should be purposeful – helping to ensure that children and young people get the right help at the right time. Specialist assessments may include:</p> <ul style="list-style-type: none"> <li>• Assessment of the relationship between siblings</li> <li>• Psychological Assessment</li> <li>• Psychiatric Assessment</li> <li>• Parenting Capacity Assessment</li> <li>• PAMS – Parenting Assessment where a parent has learning difficulties or disabilities</li> <li>• AIM – Assessment of the risk of sexually harmful behaviour by a young person</li> <li>• Assessment of the Capacity of a parent to protect a child from an abusing parent</li> <li>• Court directed assessment</li> </ul> <p>This list is not exhaustive. Specialist assessments are used to get the best possible understanding of the needs of a child or young person.</p>
<b>Authorisation</b>	A Qualified Social Work Team Manager or a specialist with particular expertise
<b>Stored</b>	On the Liquidlogic Case Management System

Name	Pathway Needs Assessments
<b>Description</b>	<p>The Pathway Plan Needs Assessment is undertaken following a Cared for child's 16<sup>th</sup> birthday to identify goals and associated support available as the young person moves towards adulthood. The assessment incorporates the Care Plan and includes information on the following areas:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Where I live</li> <li><input type="checkbox"/> My Education, Training or Employment</li> <li><input type="checkbox"/> Feeling safe &amp; Well</li> <li><input type="checkbox"/> Who I Am</li> <li><input type="checkbox"/> My Family, Social Network and Professional Relationships</li> <li><input type="checkbox"/> Looking After Myself</li> <li><input type="checkbox"/> My Safety Plan</li> <li><input type="checkbox"/> Analysis &amp; Judgement</li> <li><input type="checkbox"/> Current Plan &amp; Trajectory</li> <li><input type="checkbox"/> Manager's Review</li> </ul>
<b>Author</b>	Social Worker or Personal Advisor
<b>Process</b>	<p>The Pathway Needs Assessment informs the Pathway Plan that is reviewed every 6 months to consider progress for young people and set additional goals as needed for young people as they move towards adulthood. The review is undertaken directly with the young person and members of the network, including carers and associated professionals as appropriate.</p>
<b>Timescale</b>	<p>A Pathway Plan Needs Assessment is completed within 3 months of the young person's 16<sup>th</sup> birthday. It is reviewed every 6 months.</p>
<b>Use</b>	<p>To outline specific goals for young people and support available to achieve them, including who provides those supports.</p> <p>To identify long term goals for young people that indicate the support needed and aspirations for adult life.</p> <p>To guide the support provided and ensure the young person knows what is available to them and from who.</p> <p>To encourage review of progress and achievement and ongoing planning of goals.</p> <p>To provide clarity and commitment to young people regarding support available to them.</p>
<b>Authorisation</b>	Team Manager
<b>Stored</b>	On the Liquidlogic Case Management System

Name	ASSETPlus / Out of Court AssetPlus
<b>Description</b>	<p>AssetPlus is the Youth Justice Board assessment tool for children and young people in the Youth Justice System.</p> <p>It covers several key areas and is split into the following sections:</p> <ul style="list-style-type: none"> <li>• Core Record – demographics and basic details on the young person</li> <li>• Personal, Family and Social Factors – which includes the young person’s development, family situation, education and training etc.</li> <li>• Offending Behaviour – analysis of the offence and previous offending behaviour and potential future behaviour.</li> <li>• Explanations and Conclusions – looks at understanding the young person’s offending behaviours safety and wellbeing and conclusions drawn from the assessment.</li> <li>• Foundations for Change – looking at factors for and against desistance, resilience and goals and engagement and participation.</li> <li>• Pathways and Planning – forms the young person’s intervention plan and work around this.</li> <li>• Self-Assessment – enables the recording of a self-assessment from both the parent/carer and young person.</li> </ul> <p>The use of “Out of Court AssetPlus” is a shortened version of AssetPlus and is used for all young people that are to receive an out of court disposal. The Out of Court AssetPlus covers all of the same information as the full AssetPlus but is a word document as opposed to the full AssetPlus which is embedded into the electronic case management system the YJS uses called “Childview”</p>
<b>Author</b>	Undertaken by the worker allocated to the young person.
<b>Process</b>	<p>An AssetPlus is completed when a young person is subject to a Youth Conditional Caution or a court order, or where the young person is assessed as high risk of harm to others or themselves.</p> <p>Out of Court Asset Plus is used to assess young people subject to any other youth justice disposal. (Triage, Outcome 22, Youth Caution, second Youth Caution)</p>
<b>Timescale</b>	Both of the assessments are undertaken within 15 working days of the young person being allocated.
<b>Use</b>	<p>The assessment is used to:</p> <ul style="list-style-type: none"> <li>• Analyse the young person’s offending behaviour and patterns, alongside personal and family circumstances and develop a child centred plan to focus on the issues identified to reduce re-offending, instances and seriousness.</li> <li>• To identify and manage any risks associated to the young person (their risk of harm to others, or their risk to themselves) in conjunction with partners and other agencies where relevant.</li> </ul>
<b>Authorisation</b>	YJS Team Leader or Team Manager
<b>Stored</b>	On the YJS Case Management System, ChildView

Name	Young Carer's Needs Assessment (YCNA)
<b>Description</b>	<p>A YCNA must involve and incorporate the views of the young carer, parents/guardian/cared for and any other appropriate person that the young carer requests.</p> <p>A YCNA does not replace an Early Help Assessment or C&amp;F assessment and is undertaken in addition, specific to the Young Carer's needs.</p> <p>There are age specific YCNA for those aged 12 or under and those aged 12 and over.</p> <p>It covers:</p> <ul style="list-style-type: none"> <li>• Family set up/ important people</li> <li>• Caring role</li> <li>• Impact of caring role on young person's needs</li> <li>• Support</li> <li>• 'Miracle Question' - The 'Miracle Question' is asked to give young carers the opportunity to think creatively about their future, and what changes they would like to see in their lives.</li> </ul>
<b>Author</b>	Undertaken by a professional working with a child or young person, parent or carer.
<b>Process</b>	A YCNA is undertaken alongside an EHA or a C&F assessment.
<b>Timescale</b>	Within the same timescale as the EHA or C&F assessment
<b>Use</b>	The purpose of the YCNA is so that the professional can build up a good picture of the needs of the child or young person and their individual situation specifically in relation to their caring role
<b>Authorisation</b>	Designated Safeguarding Lead, Team Leader or Qualified Social Work Team Manager
<b>Stored</b>	On the Liquidlogic Case Management System