



LADYBIRDS
NURSERY

Early Help Assessments

Safeguarding

Procedures

Early Help is a way of bringing workers together to work with children and their families when they need any extra support. This could be for any reason including health education, parenting, emotional well-being and many more...

It can help professionals develop a shared understanding of a child's needs, so they can met more effectively. It can avoid children and families having to re-tell their stories.

We have a specific staff member at Ladybirds who will oversee the writing and the content of the Early Help Form. Michelle is trained in how to suitable write the form, she will co-assist the key worker in understanding what is need to be out in the form.

We take reference from Bolton Safeguarding Board in understanding the Early Help Forms, and what is to be included in it.

We understand that some children have important disadvantages that are only addressed when they become serious. Sometimes parents know there is a problem but struggle to know how to get help.

The Early Help is the most important way of ensuring that our children can be identified earlier and helped before things reach crisis point.

The Early Help Assessment has been introduced to do this. It is a tool to identify unmet needs, and not just the needs that individual services are most interested in.

We understand that the Early Help Assessment process is entirely voluntary, however if a parents refuses to engage, and we are concerned about the safety or welfare of any child , we will escalate our concerns by talking to our local referral and advice team.

Completing Assessments

Any staff member with a concern will talk to the designated safeguarding officers (Gill or Zoe). If we then decide that this is not a safeguarding matter we will follow the following steps:

-  Check who else is involved with the child, and whether an Early Help Assessment is already completed.
-  We contact the Integrated Working Team 01204 331394 or by e mail at boltonISA@bolton.gov.uk
-  This will tell us who else is involved with the child and whether or not an Early Help has already been undertaken.
-  If there is then we would contact the lead professional. We will discuss the issues and agree whether an Action Meeting is needed or whether to update the Early Help at the next review.
-  We will gain consent from parents, carers to undertake the assessment if one is not already in place.
-  We will undertake the assessment, we collect information from parents, carers. We will include information gathered from other professionals if necessary. If needed an Action meeting may be called to gather all the information. We understand that the family will be at the centre of this process and should agree what is to be recorded on the Early Help We will identify the strengths as well as the needs, we include useful factual information and professional observations, we avoid putting in our own opinions.
-  We will agree an action plan for any needs that have been identified. This may include actions to be undertaken by the family, or by nursery, or request additional services from another agency. We will try to be specific in what is required.
-  We will set a review date with the family and other professionals to see how the actions are going, and if the needs are now being met. If the issues have been satisfactorily met, then the Early Help will be closed. This will be noted on the Action Plan and a copy will be sent to the integrated working team.
-  It is essential that we get consent for the information to be shared. We will list all the agencies that we intend to share with, and add or remove any specific agencies at the time of review.



A copy will be given to the family, a signed copy will be kept securely at nursery and copies will be sent to everyone identified in the consent section. In addition, a copy will be sent to the integrated working team.

We monitor the Early Help Forms in nursery by ensuring that reviews are undertaken every 6 weeks.

On the registration form, we ask parents if there is already an Early Help Form in place at the time of registration.

Issue Date April 2019

Date to be Reviewed April 2020

Date Reviewed

This policy will be reviewed sooner than the review date should any new information be obtained