

Early Help Assessment Checklist



Y N

Step 1: Identifying need

- Do all parties involved understand the assessment process? Y N
- Do you have agreement/consent from all relevant parties? Y N
- Are any special arrangements needed for the assessment (e.g. interpreter, access, etc)? Y N

Step 2: Assessing those needs

Y N

- Have you completed all fields as appropriate and ensured that basic details are accurate? Y N
- Have you endeavoured to capture the voice of the child? Y N
- Are strengths and needs clearly and specifically stated? Y N
- Have you highlighted and differentiated fact/opinion / judgement clearly? Y N
- Are desired outcomes clearly stated and understood by all? Y N
- Have you represented the views/ opinions and comments of all involved Y N
- Do all parties understand/agree with whom the form will be shared and have parents/carer and child, if appropriate, signed the consent statement? Y N
- Is the assessment non judgemental and does it follow your organisational codes of practice for recording Y N

Step 3: Integrated services

Y N

- Is the 'What is happening now?' section complete and accurate, and have actions been dated; and who is responsible for carrying them out been noted? Y N
- Are you involving the child, young person, their parent/carer (and others affected by the plan) in the decisions taken, and encouraging them to take on actions themselves where appropriate? Y N
- Have you considered all options and impacts? Y N
- Do all the short-term decisions taken support long-term goals? Y N
- Did all the people involved understand the decisions taken? Y N

Step 4: Review Progress

Y **N**

Are reviews of the Early Help Assessment taking place at appropriate intervals based on the child's needs (every 3 months as a minimum)?

Is the review form complete and accurate?

Have existing actions been reviewed and closed or updated?

Have you discussed and recorded the child/young person's progress against the original aims?

Who was involved in the review and were all views represented?

Have you recorded any newly identified needs and strengths and used them to inform the next steps?

Is progress being made between reviews? Have outcomes (as opposed to outputs) been met?

Have you recorded and escalated any difficulties in engaging/commissioning a service, or in services not delivering on agreed actions?