What to include in your EHA in different circumstances

Overview
To enable good and appropriate decisions to be made about the next steps for a family, it is important that EHAs are completed well. When EHAs are received by the Early Help Hub (EHH) they will be checked to ensure they contain sufficient information. If they don’t it may be necessary to return the EHA to the assessor. For a professional consultation prior to completing the EHA please contact the Early Help Hub on 01480 376 666. Completed EHAs should be sent to early.helphub@cambridgeshire.gov.uk

To ensure the quality of the assessment the following must be included:

- All sections must be completed including full completion of the family details section including indication of Parental Responsibility (PR) – this is essential information as it relates to the ability to give consent to discuss a child or young person.
- The EHA should reflect needs of the family – and not a named service. Decisions will be made via the EHH and/or District in respect of the best support for the family’s circumstances. The EHA should be a true picture of the strengths and needs of the family and comments made should reflect clearly who has said what.
- There must be consistency between the ‘Review of Needs’ tick box and the issues raised within the EHA.

Please use the LSCB document Effective Support for Children and families in Cambridgeshire and Peterborough for establishing needs and strengths within the family and whether Early Help support is the appropriate intervention. This can be found at http://www.safeguardingpeterborough.org.uk/children-board/professionals/procedures/threshold-document/. All new EHA’s are required to be sent to the EHH for logging (except SEND*). However we appreciate that some referrals must also go directly to the service required as explained below. Please indicate clearly whether this has been done on the EHA when you submit it to the EHH.

<table>
<thead>
<tr>
<th>PRIOR TO REQUEST (IF RELEVANT) PLEASE CONSIDER</th>
<th>WHAT TO INCLUDE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Family Worker Drop In sessions – either in school, Child and Family Centres and Early Help District offices.</td>
<td>• Please indicate what support parents have received prior to EHA.</td>
</tr>
<tr>
<td>• Evidence based Parenting Programmes, online parenting courses and workshops.</td>
<td>• Family situation including family dynamics and potential barriers to accessing support</td>
</tr>
<tr>
<td>• For specialist SEND support please consider PinPoint advice and support</td>
<td>• Witness/Victim/Perpetrator of Domestic violence</td>
</tr>
<tr>
<td>• For Housing and Debt issues consider Citizens Advice Bureau and District Council</td>
<td>• Mental health/learning disability in the household</td>
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<td></td>
<td>• Relationship breakdown</td>
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<td></td>
<td>• Behaviour management/Aggressive/Violence</td>
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<td></td>
<td>• Current/Previous involvement with Social Care</td>
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</table>
## What to include in your EHA in different circumstances

### HOUSING

**PRIOR TO REQUEST (IF RELEVANT) PLEASE CONSIDER**
- Advise contact with relevant District Council Housing team and/or Citizens Advice Bureau if applicable
- Support available through Housing Trailblazers Team as part of District Council Housing response to prevent homelessness.

**WHAT TO INCLUDE**

**Consideration factors:**
- Type of accommodation – social tenancy, private rented, owner occupied
- Nationality
- Risk of homelessness – tenancy breaches/rent arrears, ASB, Property condition
- Under/Over crowded
- Are they safe?
- Debt/Benefit problems

**Housing History (if applicable):**
- Previous evictions
- Multiple housing moves

**Information from:**
- Parents/Guardians
- District Council
- Any support services involved
- Landlord (if applicable)

### YOUTH SUPPORT

**PRIOR TO REQUEST (IF RELEVANT) PLEASE CONSIDER**
- Pastoral Support
- Group work activities
- Drop in sessions in school – either via YPW or external groups
- Mentoring
- Kooth website, Keep Your Head website and CHUMS for mental health support
- Centre 33, Here: Now Project, Romsey Mill and other voluntary sector organisations

**WHAT TO INCLUDE**

**Things to consider when requesting support for young people?**
- Crime/Anti-Social behaviour
- Substance misuse/ Mental health concerns
- Home/School relationship difficulties
- Exclusions/NEET
- Witness/Victim/Perpetrator of Domestic Violence
- Any links to violent extremism/Gang behaviour/CSE
- Current/past involvement with Social Care
- Evidence of violent/aggressive behaviour

**Please ensure the Young Person has consented and signed the EHA. Please note where relevant the Early Help Hub will make contact with the Young Person.**
## What to include in your EHA in different circumstances

<table>
<thead>
<tr>
<th>EDUCATION</th>
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<tr>
<td>SEND SERVICE 0-25</td>
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### PRIOR TO REQUEST (IF RELEVANT) PLEASE CONSIDER

- Discussion with your link practitioner
- Implemented cycles of ASSESS-PLAN-DO-REVIEW

### WHAT TO INCLUDE

There should be clear evidence of school SEN support prior to the request for specialist intervention

- Usually 2 cycles of ASSESS – PLAN – DO – REVIEW (consideration given to exceptional circumstances)
- Detailed description of the child/young person’s strengths and areas of concern
- Teaching strategies already tried
- Details of how behaviours are impacting on child/young person’s access to learning
- Levels the child/young person is working at, current attainment and any difference between age related expectation and chronological age
- Progress made over the past 2 years
- Additional assessments completed
- If there are identified difficulties with social communication needs and/or speech and language difficulties, please provide information regarding speech and language descriptor bands and/or social communication descriptor bands
- If there are identified concerns around social, emotional and mental health (SEMH) needs, please include any pastoral support plans (PSP) and risk reduction information
- Any previous advice given via other professionals relating to the child/young person’s educational needs

Please clearly indicate on the EHA whether support is needed alongside a SEND intervention.

*PLEASE NOTE:*

If the request is only for SEND intervention then the EHA and supporting documents can be sent directly to SEND Services

Huntingdonshire - SENDSS.HuntsRequests@cambridgeshire.gov.uk
East Cambs and Fenland - SENDSS.ECFRequests@cambridgeshire.gov.uk
South Cambs and Cambridge City - SENDSS.SCCRquests@cambridgeshire.gov.uk

If the EHA is requesting SEND intervention AND other support services then the EHA and supporting documents should be sent to the appropriate SEND Team and the Early Help Hub for further triage.
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<td>Supporting evidence from agencies already supporting the child could include (where relevant)</td>
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<tr>
<td>• EYFS developmental summary from setting or child-minder.</td>
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<tr>
<td>• Information from Health visitor – eg: ASQ</td>
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<tr>
<td>• Information from specialist health services (eg Paediatrician or therapist)</td>
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<tr>
<td>• Information from any private therapists</td>
<td>• Information from any private therapists</td>
</tr>
<tr>
<td>• Family Plan or Child in Need Plan or Child Protection Plan</td>
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</tr>
<tr>
<td>• Information from Children’s Centre Family Worker</td>
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<tr>
<td>• Information from voluntary sector organisations involved</td>
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</tr>
<tr>
<td>• Outcome of response by setting and health visiting team to Integrated two year review</td>
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<tr>
<td>• Information from hospital eg: discharge/clinic letters</td>
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</table>

The EHA must include:

- Medical history (pregnancy and birth details and any general health issues and/or any serious illness
- Developmental history (in all areas) - in all areas of development – observation – are they consistent with parents?
- Parental views/Priorities and any other information where relevant

Requests for Early Support should be clearly marked as such so that they can be passed immediately to Early Support panels. If they are not marked for attention of Early Support this can cause a delay.

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**EDUCATION WELFARE OFFICER (EWO)**

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<td>• An EHA is no longer used to access EWO support</td>
<td>Please discuss with the EWO directly and follow the standard EWO referral process.</td>
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What to include in your EHA in different circumstances

<table>
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<th>HEALTH</th>
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<tr>
<td>COMMUNITY PAEDIATRICIAN</td>
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</table>

**PRIOR TO REQUEST (IF RELEVANT) PLEASE CONSIDER**

- Behaviour management support including parenting programmes and/or direct involvement
  - Request should be made by school directly (the EHH will not be forwarding this request to the Community Paediatrician) please see details on how to refer at [http://www.cambscommunityservices.nhs.uk/what-we-do/children-young-people-health-services-cambridgeshire/community-paediatrics](http://www.cambscommunityservices.nhs.uk/what-we-do/children-young-people-health-services-cambridgeshire/community-paediatrics)

**WHAT TO INCLUDE**

- Please clearly indicate EHA has also been sent to Community Paediatrician by school
- Please indicate on EHA if parents are or have previously received parenting support or if this is required (also see parenting section)

**Development history**

- In all areas of development
- Ages and stages of how the child is functioning, please provide examples
- Are your observations consistent with those of the parents? If not, what differences do they observe, please give examples
- Parental views and priorities

**Medical history (if appropriate)**

- Pregnancy and birth details
- General health and any serious illness

**Information from**

- Hospital/GP (inc. any Child Health Action Plan)
- Health Visitor
- Specialist health services (inc. private therapist)

Any other organisations providing support

For further information please go to:
### What to include in your EHA in different circumstances

#### OCCUPATIONAL THERAPY

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| • Requests should be made by school directly to the OT service  
• For further information please go to: www.cambscommunityservices.nhs.uk/what-we-do/children-young-people-health-services-cambridgeshire/specialist-services |                |

#### SPEECH AND LANGUAGE THERAPY (SALT)

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| • For children up to five years this should be addressed through ‘Drop In’ sessions which are held all over the county.  
• For children over five years of age and up to the age of 19, parents should speak to the educational setting or can refer directly.  
• For further information please go to: www.cambscommunityservices.nhs.uk/what-we-do/children-young-people-health-services-cambridgeshire/specialist-services |                |

#### SCHOOL NURSE

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| • If there are mental health concerns, depending on the severity, schools may consider:  
  • Kooth website – www.kooth.com  
  • Keep-your-head website – www.keep-your-head.com  
  • Centre 33 – wwwcentre33.org.uk  
  • YMCA – www.theymca.org.uk/counselling  
(Please note this is not an exhaustive list and other services/agencies are available but this is a good starting point)  
• If the family has multiple support needs then an EHA should be completed and sent to the EHH in the normal way, school nursing intervention will be considered alongside other possible support.  
• FOR EXISTING EHA/CAFS – as TAF meetings will have been held, the LP will request support by forwarding the EHA and TAF minutes to the school nursing duty desk on: ccs.cambs.hcp.schoolnursingdutydesk@nhs.net  
• If social care are involved the allocated social work unit would speak to the school nurse duty desk and arrange for a school nurse to attend the CIN/CP core group. |
### CAMHS Referral for Mental Health Concerns

**Prior to Request (if relevant) Please Consider**
- Engagement with universal services including:
  - Kooth/Keep Your Head websites
  - Centre 33/YMCA counselling
  - School Nurse
  - GP
  - Advice through the Emotional Wellbeing Practitioner Service

**What to Include**
- Please confirm what support has already been provided/accessed if concerns are around mental health

Further information is available at [http://www.cpft.nhs.uk/professionals/referrals-to-camhs](http://www.cpft.nhs.uk/professionals/referrals-to-camhs) or call the CAMHS Single Point of Access on 01480 428115

### CAMHS Referral for ADHD/ADD

**Prior to Request (if relevant) Please Consider**
- Behaviour management support including parenting programmes and/or direct involvement
- Referral should be made directly to CAMH
  (EHA required together with any other information indicating that universal services may have been accessed)

**What to Include**
- Further information is available at [http://www.cpft.nhs.uk/professionals/referrals-to-camhs](http://www.cpft.nhs.uk/professionals/referrals-to-camhs) or call the CAMHS Single Point of Access on 01480 428115

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*We appreciate this is not an exhaustive list and each family situation is very different therefore please call us on 01480 376 666 to discuss possible support available for the family’s needs.*