

Completing an Early Help Assessment

When you are working with a family and feel there are more complex issues to explore it is useful to complete an Early Help Assessment (EHA). This allows you to record the family's story and to use this information to work with them to make a plan.

One of the key things families have told us is that they want to tell their story only once. We therefore ask that when you have completed an EHA you send in a signed copy to pccraduty@portsmouthcc.gcsx.gov.uk and it can be stored so that the family's situation is understood by anyone who works with them.

In order for the details to be recorded parents must give written specific consent to Early Help.

This means on page 4 consent should be explained to families so that they can tick to agree who their information can be shared with. This section must be signed otherwise we cannot accept the EHA in Portsmouth City Council.

If the PCC or Multi-Agency Safeguarding Hub (MASH) box is not ticked and signed the date cannot be stored. This would mean that ongoing work with the family would not have the benefit of seeing what has already been provided to the family and ensuring appropriate ongoing support is offered.

As part of the EHA process we review the needs of the families and attach those who meet the Troubled Families programme criteria. This is an important source of funding for Early Help in Portsmouth. However, we do need families consent to do this which is picked up in the consent to 'Central Government Department' box of the EHA in addition to the consent described above.

In summary:

- Please ensure parents sign consent for information sharing
- Please ensure parents agree to the boxes being ticked for PCC or MASH
- Please ensure parents agree to the box ticked for 'Central Government departments' to allow us to make a claim of £1,800 per family if we can demonstrate Troubled Families criteria.

This process does not replace or affect any request for additional support for a family. If you feel your agency cannot support the family's range of needs you can send in the EHA and Interagency Contact Form to MASH at pccraduty@portsmouthcc.gcsx.gov.uk which will be assessed and allocated to the most appropriate worker.

If you have any queries regarding consent please email:
EarlySupportReferralPanel@portsmouthcc.gcsx.gov.uk