**Process for completing Social Care/Early Help advice for Statutory Education, Health and Care (EHC) Assessments March 2017**

The Process:

1. When the Special Education Service (SES) receives a request for statutory EHC assessment, SES will email an early notification (letter 1) to Social Care Duty and Advice Service (DAS), marked for the attention DAS manager (No action required at this point).

2. SES has a 6 week period within which it has to decide whether to undertake a statutory EHC assessment. Where SES decides to undertake a statutory EHC assessment, SES will email a request for advice (letter 2) to DAS. Where available, SES will also send to DAS the Personal Profile document (where parents/carers or a young person’s aged 16+ have agreed for this information to be shared) containing information about parents/carers or a young person’s views about their education, health and care needs.

3. DAS will check social care records (Liquid Logic) including Disabled Children Service and Early Help and:

3.1 If the child or young person is known to Social Care

3.11 Identify the current Social/Early Help Worker (ie, the primary social care worker for the child or young person)

3.12 Send the current Social/Early Help Worker the Social Care/Early Help Advice Proforma and the Personal Profile document (where available).

3.2 If the child or young person is not currently open to Social Care but has been previously been known to the service, then the DAS team manager will provide a summary of activities and interventions (dated) and the final outcomes achieved following social care involvement and email this to SES.

3.3 If the child or family are not known to Social Care, DAS will email a return to SES stating that this is the case (ie, a Nil Return).

4. Social/Early Help Workers will be required to email the completed Social Care/Early Help Advice to DAS before the due date specified on Letter 2 (ie, 6 weeks from the date of request).

5. DAS will email the completed forms to SES by the due date specified on Letter 2 and update the relevant social care record accordingly.

6. The DAS manager will be the first point of contact for SES in respect of any queries or overdue advice and follow up with Social Care/Early Help workers/managers as appropriate. Team leaders will quality assure Social Care/Early Help Advice provided by members of their teams.

Email address for SES: [ses@leicester.gov.uk](mailto:ses@leicester.gov.uk)