

Early Help role in relation to Education Health Care Plan Process:

Legal Duty: *The Education Health & Care Plan request is a request under the Children and Families Act 2014 for a Children and Families Assessment under section 17 of the Children Act 1989. Social care are required in law to respond to this request within **6 weeks** through the provision of a report by completing the advice template.*

In line with the legal duty, all new requests for children **not** open to social care come to The Children's Disability Team (CDT) , even if there is an early help worker.

Social care will complete the advice template within the 6-week statutory timescale in the first instance and ensure that the early help worker is involved and updated.

However, it may be that an Early Help Assessment is required as a result of the social worker's initial discussions with the family:

If open to Early Help already:

If the child has an early help worker, the social worker will liaise with him/ her and send across relevant information. The Social worker can ask the early help worker to complete the Advice Template.

**It may be that an Early Help Assessment has been completed recently, and the social worker or early help worker is able to respond on the initial Advice Template within 6 weeks, and a further Early Help Assessment is not required.

If an Early Help Assessment is required and completed, the outcome needs to be communicated to the SEN Team by the EH Worker **within 5 days** of completing the Early Help Assessment.

To do so, the attached advice template needs to be completed and sent to the SEN Team via email: sen@coventry.gov.uk

If no previous Early Help involvement:

The social worker completing the initial Advice Template will inform the MASH to be referred to the relevant Early Help Team for an Early Help Assessment.

Once the Early Help Assessment is completed, the outcome needs to be communicated to the SEN Team by the EH Worker **within 5 days** of completing the EH Assessment.

To do so, the attached Advice Template needs to be completed and sent to the SEN Team via email: sen@coventry.gov.uk

CLICK LINK: [Social Care
EHCP advice
template.doc](#)

SEN Team Email:
sen@coventry.gov.uk