FDS record request on EHM/CDY and forward to District Early Help Team or YOS within 24 hours

FDS record request on EHM and Liberi and forward to District CSWS Team within 24 hours

FDS record request on EHM and forward to SEN Coordinator to contact parents and relevant professionals

FDS confirm not open to Integrated Children’s Services (ICS)

If case does not meet threshold for Level 3 or 4, SEN co-ordinator works through SC advice script with parent

If during discussion SEN Co-ordinator considers that the case meets the threshold for Level 3 or 4 then the case is forwarded to CSWS or EH team to complete assessment

SEN Coordinator completes Social Care Advice Form within 10 days and returns to SEN

Authorised Social Care Advice Form returned to SEND team within 6 weeks

Authorised Social Care Advice Form returned to SEND team within 6 weeks

Authorised Social Care Advice Form returned to SEND team within 6 weeks

Allocated Social Worker completes Social Care Advice Form within 20 days and send to TM for authorisation

FDS confirm Open to Children’s Social Work Service (CSWS) or open within past 6 months

Allocated EH Worker, YOS worker completes Social Care Advice Form within 20 days and send to Unit Lead/ TM for authorisation

FDS confirm Open to Early Help (EH) Unit or Youth Offending Service or open within past 6 months

SEND identify need for EHC needs assessment and send EHC Social Care Advice request to Front Door Service (FDS)

EHCP Social Care Advice Pathway