**SEN Social Care Advice : Prompt sheet for SEN Co-ordinator and Front Door Officers calling parents**

**Introduction**

Hello, my name is ( Name) I am calling you from Kent’s Childrens Front Door Service.

We’ve received a letter from the Special Educational Needs and Disabilities Assessment and Placement Team advising us that the decision has been made to undertake an assessment to decide whether your child needs an EHCP (Education Health and Care Plan).

The SEND team need to ask other professionals such as health and Social Care for their advice as part of this assessment.

The reason I am calling, is to have a discussion with you so that we can decide the best way to see if there is any the social care information that needs to be gathered for the assessment. Can you tell me a bit more about your child’s situation so that we can think about this?

**Discussion to be held with parent/Carer: please note the following questions as prompts around discussion about social care needs:**

* What is important to the child?
* What does the child do outside of school? Do they see friends, attend groups, clubs or activities?
* What are their hobbies or interests? Where do they go to do these things? Do they face any
* challenges or barriers accessing these activities?
* In their day to day lives, what is going well for the child and their family?
* What support do they receive from family, friends, community members and other professionals?
* What do the child and family find difficult, challenging or stressful? What is not working well?
* Is the child safe at home and in the community? Do they feel safe?
* Has the family had any previous social care assessments or involvement?
* Does the family know how to access the Local Offer and Family Information Services?

**Following the discussion:**

**If needs or risks meet Level 3 or 4** I will progress this to the team today and you should soon be contacted by a **Social Worker/Early Help Worker** (*state as appropriate*) who will make arrangements with you to complete an assessment and will also pass on relevant information to the SEND team.

**If needs do not reach level 3 or 4** I I will send the information that we have discussed during this call to the SEND assessment and placement team who will use this to contribute to their assessment. If your child needs an EHC plan some of this information will be included in the plan.

N.B Information sent to SEN needs to be in the following structure:

Outcomes/needs including strengths

Provision including where additional provision is required.

**End of call**