

Early Help and Social Care Practice Guidance for the Provision of Advice to Education Health and Care Assessments and Plans

Introduction and Practice Guidance

This document aims to offer guidance to lead professionals in Early Help and Social Care settings who are being asked to contribute towards the assessment for an Education Health and Care Plan.

Appendix D shows the overall process in a simplified flowchart, please make sure you are familiar with this and note that on request from the SEN team you must submit your advice **within 6 weeks of the request having been received**. Advice must be checked by a manager before it is submitted if we are listing any provision of services by Early Help or Social Care as part of an EHCP.

The Operational Manager in our Disabled Children's Service is responsible for Quality Assuring the submissions received by the SEN team and s/he will raise any issues back with the worker and manager where necessary.

If social care and early help assessments and support plans are well written then it should be possible to lift the information straight from the plan without the need to rewrite information or to have to re-assess.

A well written plan will always:

- include the child's views and experiences
- consider siblings' needs individually
- have the participation and consent of both parents
- include findings and decisions informed by family history
- include contributions of all professionals known to the family
- include the impact of difficulties on the child and the family
- clearly identified strengths needs and risks
- include sound conclusions based on good analysis of information
- include outcomes that are SMART
- recommend interventions that are evidence based and likely to achieve the outcomes
- make a clear link between the identified needs, outcomes and provisions of service

This document tries to illustrate this by giving some examples for the different types of plans in Early Help and Social Care.

Table 1 Early Help and CIN Plans

Where Early Help services are providing the advice, they should replace **Social Care** with **Early Help** in the EHCP documentation to make it clear which level of service is being provided to the family.

Table 2 CP Plans

Table 3 CLA Plans

Appendix A An extract from the SEND Code of Practice setting out the original DfE guidance.

Appendix B An example of a good plan where needs and outcomes are linked to social care/early help provision

Appendix C An example of how this information has been transferred to the FA3 Advice Form that will be used to write an EHCP

Appendix D A simplified process overview for the EHCP process

This guidance is not exhaustive and we recognise that for some workers who are not specialised in working with children with disabilities this process might seem a bit daunting. Therefore if you need more advice, please contact the Disabled Children’s Team and ask speak to one of the managers.

1. Early Help and CIN Plans

Category	Examples of Information to insert in this section
D – The Child or YPs social care needs which relate to their SEN	<p>Please write here from what you know about the child or young person what their social care needs are that relate to their special education needs or disability. This will normally link to the kinds of services that you will see listed in H1 and/or H2 below. Some examples:</p> <ol style="list-style-type: none"> 1. X needs to be able to remain living at home with mum 2. Y needs opportunities to be cared for by other adults to help her prepare for a move to supported accommodation 3. Z needs to reduce the physical aggression in her behaviour towards others
E – The outcomes sought for the Child or YP	<p>Please write here the outcomes against the needs you identified in section D, so in relation to the examples above:</p> <ol style="list-style-type: none"> 1. X remains living at home until she is ready to move to supported accommodation 2. Y is experiencing someone other than her mother looking after her at home and is responding well 3. There is a measurable reduction in incidents of physical aggression across home, school and other relevant settings

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<p>H1 – service provision which addresses the support needs of the child</p>	<p>Here you list all the services that are in place to meet the outcomes you identified in section D and E only.</p> <ul style="list-style-type: none"> • Practical Assistance to the child in the home • Short Breaks (activities) provision for the child in the home or out in the community • Travel expenses to access Short Breaks • Aids/Adaptations or Specialist Equipment at Home • Holiday support related expenditure • Regular food expenditure associated with activities in this section • Costs associated with a parent’s need for support to manage the child’s disability (not overnight short breaks) – e.g. cleaning services, physical breaks for a parent, specific parental training/education around their child’s disability.
<p>H2 – other provision</p>	<p>Here you list all the services not covered in H1 and these are generally the ones that are about other aspects of the child’s needs that are not specifically related to their special educational needs or disability but more likely to do with what their parents or siblings need.</p> <ul style="list-style-type: none"> • Overnight short breaks provision (regardless of resource type e.g. home based/family network / foster care/ residential) • Provision associated with improving/promoting parenting capacity (e.g. parenting programmes or intensive home based parenting support that is not focused on the nature of a child’s disability)

2. CP Plans

Category	Examples of Information to insert in this section
<p>D – The Child or YPs social care needs which relate to their SEN</p>	<p>Please write here from what you know about the child or young person what their social care needs are that relate to their special education needs or disability. This will normally link to the kinds of services that you will see listed in H1 and/or H2 below. Some examples:</p> <ol style="list-style-type: none"> 1. X needs to be able to remain living at home with mum 2. Y needs opportunities to be cared for by other adults to help her prepare for a move to supported accommodation 3. Z needs to reduce the physical aggression in her behaviour towards others
<p>E – The outcomes sought for the Child or YP</p>	<p>Please write here the outcomes against the needs you identified in section D, so in relation to the examples above:</p> <ol style="list-style-type: none"> 1. X remains living at home until she is ready to move to supported accommodation 2. Y is experiencing someone other than her mother looking after her at home and is responding well 3. There is a measurable reduction in incidents of physical aggression across home, school and other relevant settings

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<p>H1 – service provision which addresses the support needs of the child</p>	<p>Here you list all the services that are in place to meet the outcomes you identified in section D and E only.</p> <ul style="list-style-type: none"> • Practical Assistance to the child in the home • Short Breaks (activities) provision for the child in the home or out in the community • Travel expenses to access Short Breaks • Aids/Adaptations or Specialist Equipment at Home • Holiday support related expenditure • Regular food expenditure associated with activities in this section • Costs associated with a parent’s need for support to manage the child’s disability (not overnight short breaks) – e.g. cleaning services, physical breaks for a parent, specific parental training/education around their child’s disability.
<p>H2 – other provision</p>	<p>Here you list all the services not covered in H1 and these are generally the ones that are about other aspects of the child’s needs that are not specifically related to their special educational needs or disability but more likely to do with what their parents or siblings need.</p> <ul style="list-style-type: none"> • Overnight short breaks provision (regardless of resource type e.g. home based/family network / foster care/ residential) • Provision associated with improving/promoting parenting capacity (e.g. parenting programmes or intensive home based parenting support that is not covered in H1) • Provision associated with safeguarding the welfare of the child(ren)¹ (e.g. specialist assessments or specialist intervention programmes such as FAS, FDAC, intensive family support intervention services).

3. CLA / Pathway Plans

Category	Examples of Information to insert in this section
<p>D – The Child or YPs social care needs which relate to their SEN</p>	<p>Please write here from what you know about the child or young person what their social care needs are that relate to their special education needs or disability. This will normally link to the kinds of services that you will see listed in H1 and/or H2 below. Some examples:</p> <ol style="list-style-type: none"> 1. X needs to be able to remain living with her foster carer 2. Y needs opportunities to be cared for by other adults to help her prepare for a move to supported accommodation 3. Z needs to reduce the physical aggression in her behaviour towards others
<p>E – The outcomes sought for the Child or YP</p>	<p>Please write here the outcomes against the needs you identified in section D, so in relation to the examples above:</p> <ol style="list-style-type: none"> 1. X remains living with her carer until she is ready to move to supported accommodation 2. Y is experiencing someone other than her carer looking after her at home and is responding well 3. There is a measurable reduction in incidents of physical aggression across placement, school and other relevant settings

¹ Detail of these services should be shared with the consent of the parent and/or young person, where consent is not forthcoming , please write ‘OTHER SERVICES AS DETAILED IN THE CP PLAN’

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<p>H1 – service provision which addresses the support needs of the child</p>	<p>Here you list all the services that are in place to meet the outcomes you identified in section D and E only.</p> <ul style="list-style-type: none"> • Practical Assistance to the child in placement • Short Breaks (activities) provision for the child in placement or out in the community • Travel expenses to access Short Breaks • Aids/Adaptations or Specialist Equipment to the placement • Specific education provision via the Virtual School • Holiday support related expenditure • Regular food expenditure associated with activities in this section • Costs associated with a carer’s need for support to manage the child’s disability (not overnight short breaks) – e.g. cleaning services, physical breaks for a carer, specific carer training/education around the child’s disability.
<p>H2 – other provision</p>	<p>Here you list all the services not covered in H1 and these are generally the ones that are about other aspects of the child’s needs that are not specifically related to their special educational needs or disability but more likely to do with what their parents or siblings need.</p> <ul style="list-style-type: none"> • Provision of a placement (kinship/foster care or residential) • Overnight short breaks provision for a current carer (regardless of resource type e.g. placement based/carer’s family network / another foster care/ residential) • CAMHS Provision to the child and/or family • Other types of specific services (e.g. preparation for adulthood, access to employment) via Leaving Care Services. • Provision of services to the child’s birth family associated with safeguarding the welfare of any child(ren)² and/or needs arising from the child being looked after (e.g. specialist assessments or specialist intervention programmes such as FAS, FDAC, intensive family support intervention services, life story work).

² Detail of these services should be shared with the consent of the parent and/or young person, where consent is not forthcoming , please write ‘OTHER SERVICES AS DETAILED IN THE CLA/Pathway PLAN’

Appendix A An extract from the SEND Code of Practice

Supporting information for Children’s Social Care in providing advice for Education, Health and Care needs assessments

The table below is extracted from the SEND Code of Practice, and explains what must be included in the relevant sections of a child or young person’s EHC Plan. The advice that is provided by Social Care will inform these sections of the plan, and those providing the advice should refer to it to understand what should be included in which section.

<p>(D) The child or young person’s social care needs which relate to their SEN</p>	<ul style="list-style-type: none"> • The EHC plan must specify any social care needs identified through the EHC needs assessment which relate to the child or young person’s SEN or which require provision for a child or young person under 18 under section 2 of the Chronically Sick and Disabled Persons Act 1970 • The local authority may also choose to specify other social care needs which are not linked to the child or young person’s SEN or to a disability. This could include reference to any child in need or child protection plan which a child may have relating to other family issues such as neglect. Such an approach could help the child and their parents manage the different plans and bring greater co-ordination of services. Inclusion must only be with the consent of the child and their parents
<p>(E) The outcomes sought for the child or the young person</p>	<ul style="list-style-type: none"> • A range of outcomes over varying timescales, covering education, health and care as appropriate but recognising that it is the education and training outcomes only that will help determine when a plan is ceased for young people aged over 18. Therefore, for young people aged over 17, the EHC plan should identify clearly which outcomes are education and training outcomes. See paragraph 9.64 onwards for more detail on outcomes • A clear distinction between outcomes and provision. The provision should help the child or young person achieve an outcome, it is not an outcome in itself • Steps towards meeting the outcomes • The arrangements for monitoring progress, including review and transition review arrangements and the arrangements for setting and monitoring shorter term
<p>(H1) Any social care provision which must be made for a child or young person under 18 resulting from section 2 of the Chronically Sick and Disabled Persons Act 1970 (CSDPA)</p>	<ul style="list-style-type: none"> • Provision should be detailed and specific and should normally be quantified, for example, in terms of the type of support and who will provide it (including where this is to be secured through a social care direct payment) • It should be clear how the provision will support achievement of the outcomes, including any provision secured through a Personal Budget. There should be clarity as to how advice and information gathered has informed the provision specified. • Section H1 of the EHC plan must specify all services assessed as being needed for a disabled child or young person under 18, under section 2 of the CSDPA. These services include: <ul style="list-style-type: none"> ○ practical assistance in the home ○ provision or assistance in obtaining recreational and educational facilities at home and outside the home ○ assistance in travelling to facilities ○ adaptations to the home ○ facilitating the taking of holidays ○ provision of meals at home or elsewhere ○ provision or assistance in obtaining a telephone and any special equipment necessary ○ non-residential short breaks (included in Section H1 on the basis that the child as well as his or her parent will benefit from the short break) • This may include services to be provided for parent carers of disabled children, including following an assessment of their needs under sections 17ZD-17ZF of the

	<p><i>Children Act 1989</i></p> <ul style="list-style-type: none"> • <i>See paragraph 9.137 onwards for details of duties on local authorities to maintain the social care provision in the EHC plan</i>
<p><i>(H2) Any other social care provision reasonably required by the learning difficulties or disabilities which result in the child or young person having SEN</i></p>	<ul style="list-style-type: none"> • <i>Social care provision reasonably required may include provision identified through early help and children in need assessments and safeguarding assessments for children.</i> • <i>Section H2 must only include services which are not provided under Section 2 of the CSDPA. For children and young people under 18 this includes residential short breaks and services provided to children arising from their SEN but unrelated to a disability. This should include any provision secured through a social care direct payment. See chapter 10 for more information on children’s social care assessments</i> • <i>Social care provision reasonably required will include any adult social care provision to meet eligible needs for young people over 18 (set out in an adult care and support plan) under the Care Act 2014. See Chapter 8 for further detail on adult care and EHC plans</i> • <i>The local authority may also choose to specify in section H2 other social care provision reasonably required by the child or young person, which is not linked to their learning difficulties or disabilities. This will enable the local authority to include in the EHC plan social care provision such as child in need or child protection plans, or provision meeting eligible needs set out in an adult care plan where it is unrelated to the SEN but appropriate to include in the EHC plan</i> • <i>See paragraph 9.137 onwards for details of duties on local authorities to maintain the social care provision in the EHC plan</i>

Appendix B Example of a good social care or early help plan

Below is an example of how a social care or early help plan can capture and cross-reference **services** to the ECHP. NB: This does not include what other people might also be doing to support the family (e.g. Mum, the SW or other professionals).

Current circumstances of the child/yp <i>(What is the need and how does it impact on the child or his/her family?)</i>	Outcomes to be achieved (Goals) <i>(What would a success look like?)</i>	Actions to be done, By When by Who <i>(What type of services are needed to meet those outcomes?)</i>
Ella's autism means that she is unable to access Out of School activities without additional support	Ella is able to access activities regularly so that: <ul style="list-style-type: none"> a) She can develop friendships out of school b) She can develop her social skills c) She has fun d) She is able to be confident, safe and not panic around water 	Short Breaks – National Autistic Society – Play scheme alternate Saturdays (H1) Short Breaks – Swimming Club – Friday after school (H1)
Ella needs constant attention and a very consistent approach to parenting appropriate for Ella as a child with high functioning autism.	Ella's behaviour at home improves so that: <ul style="list-style-type: none"> a) She stops hitting her mother b) She can express her emotions in other ways c) Mum feels able to meet Ella's needs at home 	Autism Specialist Parenting Support Programme 6 months = 12 sessions. (H1)
Mum is required to regularly look after Ella on her own at night when she doesn't sleep. Mum is very tired and stressed. She does not have a support network/extended family that can assist.	Mum has a break from looking after Ella so that: <ul style="list-style-type: none"> a) She gets some time to herself to catch up on sleep b) She feels less stressed c) She can continue to parent Ella at home 	Support Worker – Alternate Saturday AM for 3 hours – (H1) Family Based Short Breaks – 12 nights per annum (H2)

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The 2015/16 social care proposed budget (for children eligible for personal budgets or specialist social care provision) for Ella would look like something like this³:

Proposed Provision	Number of Units	Unit Cost	Annual Cost of provision
Action For Children– Play Scheme	20 (10 days summer, 4 days Easter, 2 days Oct, 2 days May, 2 days Feb half term)	£100 per session	£2,000
ABC Swimming Pool 1:1 lesson	38 sessions x 1/2 hour	£20 per session	£760 taken as a direct payment
Outreach parenting support programme	12 x 2 hour sessions	£75 per session	£1,040
1:1 Support Worker via X Agency	26 x 3 hour sessions	£17.50 per hour	£1,365 taken as a direct payment
Family Based Overnight Short Breaks	12 x 24 hour sessions	£200 per session	£2,400
Total			£7,565 £5,440 taken as direct services £2,125 taken as a direct payment/personal budget

³ Personal Budgets and other specialist social care provision under section 17 (CA1989) is agreed at Islington’s Education, Health and Social Care Needs Panel.

Appendix C Example of a completed FA3 Advice Form

Education, Health and Care Assessment Advice Form - Children's Social Care

Child/young person's name	Ella Smith	Date of birth	01/02/2007
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Social Care Needs (This will inform Section D of the EHCP)	
Summary of Strengths and Difficulties	The impact of these difficulties on the child's/young person's education
<p>Strengths</p> <ul style="list-style-type: none"> Child's developmental needs Ella has a diagnosis of autistic spectrum disorder and difficulties with language and social communication skills. Ella cannot swim, feels unsafe and panics when around water <p>Parental capacity</p> <ul style="list-style-type: none"> Mum is required to regularly look after Ella on her own at night when she doesn't sleep. <p>Family and environmental factors</p> <ul style="list-style-type: none"> Mum does not have a support network/extended family that can assist. 	<ul style="list-style-type: none">
	The impact of these difficulties on the child/YP and family outside of education

Social Care goals / outcomes (medium term = 3-5 years) (This will inform Section E of the EHCP)	
1.	Ella is able to access activities regularly so that: <ol style="list-style-type: none"> She can develop friendships out of school She can develop her social skills She has fun She is able to be confident, safe and not panic around water
2.	Ella's behaviour at home improves so that: <ol style="list-style-type: none"> She stops hitting her mother She can express her emotions in other ways Mum feels able to meet Ella's needs at home
3.	Mum has a break from looking after Ella so that: <ol style="list-style-type: none"> She gets some time to herself to catch up on sleep She feels less stressed She can continue to parent Ella at home
4.	
5.	

H1 Social care provision which must be made for children and young people under 18 resulting from Section 2 of the Chronically Sick and Disabled Children's Act (1970)	Related goals / outcomes (use number from above)	Provided as a Direct Payment? (Y/N)
Access to leisure time activities as set out in the specialist section of Islington Council's Short Breaks Statement	1 and 3	A mixture of direct provision and direct payments
A parenting support programme to enable the family to care for Ella at home as set out in Child's Name's Child in Need plan	2	N

H2 Any other social care provision reasonably required by the learning difficulties or disabilities which result in the child/young person having SEN	Related goals / outcomes (use number from above)	Provided as a Direct Payment? (Y/N)
Overnight support, as set out in Child's Name's Child in Need plan.	3	N

Personal Budgets (if appropriate) (This will inform Section J of the EHCP)			
Quantity, or funding if a DP	Arrangements for paying and managing the personal budget (A, B, or C below)	Conditions for use e.g. the period of time it covers, flexibility	Related goals / outcomes (use number from above)
£2,125	A	As set out in the personal budgets agreement form	1 and 3

Assessments and other information on which this advice is based	
Name	Date
Child and family Assessment	2/01/2015

Name of advice giver	Fred Bloggs	Role	Social Worker (DCT)
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Arrangements for paying and managing the personal budget:

- A Direct payments** – where individuals receive the cash to contract, purchase and manage services themselves
- B An arrangement** – whereby the local authority, school or college holds the funds and commissions the support specified in the plan (these are sometimes called notional budgets)
- C Third party arrangements** – where funds (direct payments) are paid to and managed by an individual or organisation on behalf of the child’s parent or the young person

If it is a combination of the above please state (e.g. A and B or A and C)

Appendix D – Simplified EHCP Process Flow

