

Guide to completing the Early Help online referral form

Nottinghamshire Early Help Unit



**Nottinghamshire
County Council**

What is the form used for?

- This form replaces the referral element of the Early Help Assessment Form (EHAF)
- It is only to be completed with consent from the parent/carer or young person
- It is used to request referrals to early help services
- It records strengths and needs for the family
- It evidences a graduated response
- To get an holistic view of the child's home and school life
- Electronically sends a referral directly to the Early Help Unit securely
- For families who reside in Nottinghamshire County not City

What the form is not used for?

- Logging an Assessment with the Early Help Unit
- Not to be used to record Team Around the Family (TAF) meetings
- Not to automatically get lead professional allocated to the Family
- Not for completion by parents, carers or young people
- To report safeguarding concerns

Where to find the online referral form?

- You can find the link to the form on Notts Help Yourself by searching for ‘ **Early Help Unit**’
- General information about the Early Help Unit is also available on this page including our duty number should you need any further advice

<https://www.nottinghamshire.gov.uk/care/early-years-and-childcare/childcare-providers/early-help-assessment-form>

Duty Number 0115 8041248 Monday-Friday 09:00 – 16:30

Top Tips before completing referral

- The online referral form times out after **1 hour**, if you have not submitted your referral by this time the information will be lost
- Have all demographic information ready e.g. names , DOB, addresses and contact numbers
- Gather all information on strengths, needs, previous and current support before starting the referral
- Attachments may be added to support the referral e.g. attendance certificate
- Ensure consent from parent/carer or young person is obtained before submitting the referral
- Consult with Pathway to Provision to support completing an holistic assessment of need

What to include in the online referral form?

- Confirmation of consent and who this was provided by
- The child's full details
- Information about the family, household and significant others
- Detail any disabilities or learning needs for all family members
- Support provided to the family in the last 12 months, comment on level of engagement, outcome and impact
- Referrer details including contact number and email addresses

Capturing the strengths

- Strengths for the child/family e.g. what is working well?
- Support networks
- Services involved, engagement with services
- Developmental progress
- The Child's achievements

Identifying the needs

- Current challenges please give examples, comment on frequency and the impact on the child and family
- Give clear examples of behaviours at home/school and settings
- Provide timelines of incidents of concern
- Describe any individual learning or health needs and disabilities and how this impacts the child
- Social and emotional needs
- Any safety and care indicators e.g. risk of Child sexual/Criminal exploitation
- Parent/carer needs impacting on child e.g. Emotional health, substance use
- Home and environment situation including social networks

Submitting the form

- Once completed the form will be securely sent directly to the Early Help Unit
- You will receive a confirmation email to acknowledge receipt of referral
- Once an officer has reviewed your request you will be contacted with an outcome or to request further information

Any queries please contact the Early Help Unit duty line on 0115 8041248 or email early.help@nottscc.gov.uk