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# Early Help Online System – Help Card

This help card is to demonstrate how to use the North Lincolnshire Online Early Help System

The Children's MARS Early Help Guidance and Early Help Form Template should be read in conjunction with this help card



# Online Early Help System

Early help in North Lincolnshire is now online.

Early help guidance, information and the online system link to create an Early Help Assessment can be found on the Children's MARS Website.

Before entering the online early help system you must have all of the information you require as you cannot save it part way through or return to an incomplete form.

We recommend that you type up the Early Help Assessment information first and copy and paste this on to the system.

The screenshot displays the 'Early Help' page on the Children's MARS website. The page header includes the logo for 'North Lincolnshire CHILDREN'S MULTI-AGENCY RESILIENCE & SAFEGUARDING BOARD' and navigation links for 'Home', 'About Us', 'Communications', and 'Accessibility'. The breadcrumb trail shows 'CMARS > Early Help'. A search bar is located at the top left. The main content area is divided into several sections:

- Children's MARS training programme**: Includes links for 'Resources for professionals', 'Information and resources for children, young people and families', 'Children's MARS Communications', and 'Neglect - Graded Care Profile 2'.
- Accessing support from Children's Services Single Point of Contact**: Explains that if a child or family is identified, this should be discussed with the family's agreement. It also notes that professionals should seek advice from their manager or safeguarding lead.
- Early Help**: A central section explaining that when early help is needed, families want help from people they know and trust. It describes the One Family Approach and provides a link to the 'One Family Approach - Helping Children and Families in North Lincolnshire document'.
- Family Support Services and One Family Hub - Request for service**: Details that this form is used by professionals who believe additional support is required from Family Support Services or the One Family Hub. It includes a link to the 'Request for service form'.
- Guidance and information**: Lists several resources: 'Children's MARS guidance - Early Help', 'Children's MARS guidance - Role of the Lead Professional', 'Children's MARS guidance - Early Help and Special Education Needs and Disabilities (SEND)', 'Early Help Assessment - Form completion guidance', and 'Early Help Assessment - Leaflet for families'.
- Template forms**: States that users should ensure they record their Early Help Assessment, Review Plan, and Closure Summary using the online system. It lists 'Early Help Assessment', 'Early Help Review Plan', and 'Early Help Closure Summary' as available templates.

# Create an Early Help Assessor Profile

Completing an Early Help Assessor Profile form via the link on the Children's MARS website enables you to register your details. You only need to do this once and the system will remember you each time you add a new form.

Once you've filled in the form click submit and then exit this link.

Ignore the create an account button as this is not available for this system.

Contact (SPOC) on 01724 296500.

### Create Early Help Assessor Profile

To record an Early Help Assessment and start the early help process, please use the link below:

[Record Early Help](#)

It may be helpful to record all of the information gathered for the assessment and copy and paste the information onto the online system as you cannot save or return to the form part way through. Template forms are available below for this purpose.

Once the form has been submitted, the system will automatically generate a copy of the information entered including links to the Review and/ or Closure form which will be sent to the user via email. Please ensure that you register with a secure email account that you can access for this purpose.

### Early Help Guidance and Template Forms

Here you will find everything you need to begin an Early Help Assessment.

#### Guidance and information

- [Children's MARS guidance - Early Help](#)
- [Children's MARS guidance - Role of the Lead Professional](#)
- [Children's MARS guidance - Early Help and Special Education Needs and Disabilities \(SEND\)](#)
- [Early Help Assessment - Form completion guidance](#)
- [Early Help Assessment - Leaflet for families](#)

#### Template forms

Please ensure that you record your Early Help Assessment, Review Plan and Closure Summary using the online system. These templates are for practitioners to use as drafts only prior to inputting the information into the relevant form on the online system.

- [Early Help Assessment](#)
- [Early Help Review Plan](#)
- [Early Help Closure Summary](#)

### Family Support Services and One Family Hub - Request for service

The below request for service form should be used by professionals who believe that additional support is required from Family Support Services or the One Family Hub. This form should not be used instead of making a referral to Children's Services Single Point of Contact.

For further details on how to report concerns about a child, see the [Children, Young People and Families page](#).

If this request requires immediate consideration, please complete this request form AND hold a discussion with a Family Support Service Team Leader or The One Family Hub. The form should be completed in full and submitted via email to [fast.enquiries@northlincs.gov.uk](mailto:fast.enquiries@northlincs.gov.uk)

[Request for service form](#)

### Early Help Training

[Early Help Awareness e-Workbook](#)

This e-Workbook provides all staff with...

#### Early Help Assessor Profile details

This form allows you to record your details once for these to be used on subsequent assessments. It does not create a secure login, but it does save time re-entering your details each time a new form is added. Entering your recorded email address on an Assessment will retrieve the additional details, such as your agency name and role.

Any questions marked with an asterisk (\*) are mandatory

First Name \*

Family name \*

Agency category \*

Agency name \*

Role within agency \*

Email \*

Contact number \*

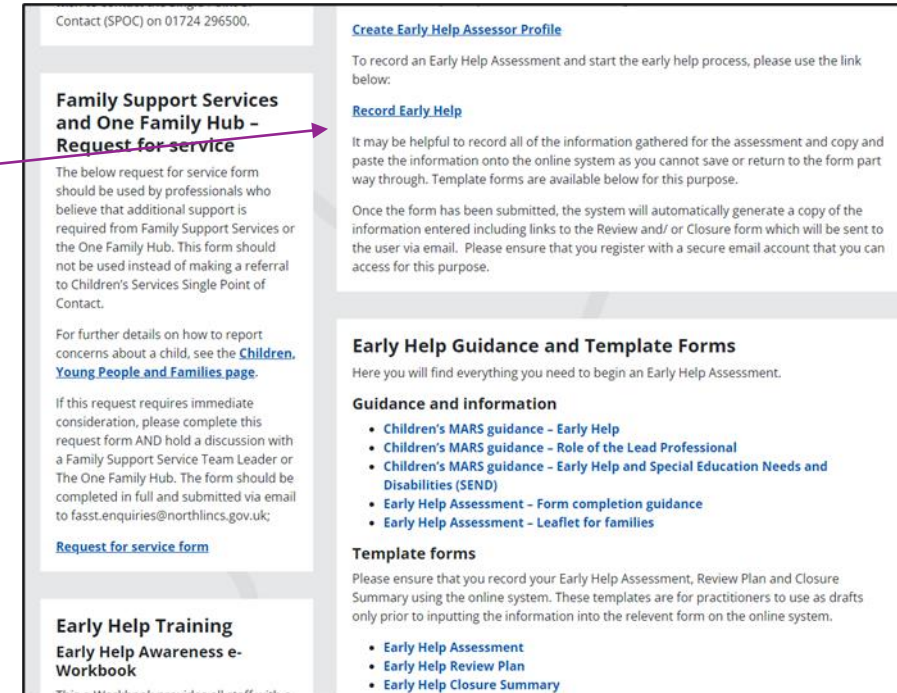
Managers Email \*

# Record Early Help

To add an Early Help Assessment click the 'Record Early Help' link on the Children's MARS website.

If you have previously completed the Assessor Profile Form the system will automatically find your details.

If you have not completed the Assessor Profile Form you can either go back and complete the form via the link or you can add your details on to the system manually.



Contact (SPOC) on 01724 296500.

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[Request for service form](#)

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- [Early Help Assessment - Form completion guidance](#)
- [Early Help Assessment - Leaflet for families](#)

#### Template forms

Please ensure that you record your Early Help Assessment, Review Plan and Closure Summary using the online system. These templates are for practitioners to use as drafts only prior to inputting the information into the relevant form on the online system.

- [Early Help Assessment](#)
- [Early Help Review Plan](#)
- [Early Help Closure Summary](#)

# Case details

The assessment reference number will be automatically generated, this is a unique number for the assessment you have entered.

Here you must enter the family's surname and the date you completed the assessment, this may be different to the date you are entering the information on to the system.

Early help is voluntary and families must be aware of their rights as well as the benefits that early help can bring.

Parents must agree to take part in the assessment before you can proceed and families should be made aware of how their information may be used.

Home

Assessor details

Case details **!**

Who lives in the house

Other support

Strengths & needs

Our Family Plan

Next review

Assessment reference \*

eha\_463952307

Family name

A family name to reference the assessment

Test

✓

Date of assessment \*

08/11/2022 12:11

✓

You must ensure the family are aware of their rights and know where to access information about how their information is used

Have you obtained consent from the family to complete this assessment and to share information between relevant services? \*

No  Yes

✓

< Previous

✕ Cancel

Next >

# Family members

Who lives in the house?

Enter the postcode or street name of the family home, this should be an address in North Lincolnshire.

To add family member details:

Click 'Add record' and complete the name of the first child, complete all fields and click 'Add record'.

Click 'Add record' to add each new family member and repeat as above until everyone in the family home, including non family members who live in the home are recorded.

Click 'Next' on the bottom right to continue to the next tab.

Assessor details Case details Who lives in the house Other support Strengths & needs Our Family Plan Next review

Address

Please enter your postcode or street name \*

Cup ✓

Search

Please select your address from the list \*

Land Off, Cupola Way, Scunthorpe, DN15 9YJ ✓

Selected address:  
LAND OFF  
CUPOLA WAY  
SCUNTHORPE  
North Lincolnshire  
DN15 9YJ

Family details (children first)

Add record

< Previous x Cancel Next >

Forename \*  
Sam ✓

Surname \*  
Test ✓

Date of Birth \*  
Day: 02 Month: 01 Year: 2002 ✓

Ethnicity \*  
White British ✓

Gender \*  
Male Female  
This field is required

Is this the main subject of the assessment? \*  
This should be the child that is the main focus of the assessment - can be more than one individual if required  
Yes No  
This field is required

Role within family \*  
child ✓

For every family member, please click "Add record"

This field is required

x Cancel ✓ Add record

# Support network

Add the details of other close family members who help the family but do not live in the home. This could be a parent living separately, grandparents or any relative who regularly spends time with the family.

## Who else?

Add the details of anyone who helps the family, including neighbours, friends and professionals who are actively involved. Click 'Add record' after each one.

All professionals/ agencies actively involved must be detailed here to evidence their contribution to early help.

Who else is in the family (not living in the family home)

Records to be added once this form is submitted

Forename  
 ✓

Surname  
 ✓

Role within family  
 ✓

For every family member, please click "Add record"

Who else helps us (friends/ neighbours /professionals)

Records to be added once this form is submitted

First name  
 ✓

Surname  
 ✓

Role  
   ✓

Contact number  
 ✓

Email address  
 ✓

Please click "Add record" after each persons details filled in

# Strengths and needs

In each section enter the responses of the family and any information known or gathered from relevant services or professionals. Once relevant sections are complete click 'Next'

Assessor details Case details Who lives in the house Other support **Strengths & needs** Our Family Plan Next review

What are our strengths?  
Include any changes or progress we've already made - max 2500 characters

In this section include the things that are working well - relate this to the presenting issue where possible.

This might include: financial stability, positive parenting, good long term relationships, good health and development, engaging in appropriate support, implementing strategies that are working, good school attendance and achievement, good relationship with friend who has overcome similar challenges, good community support, monthly coffee morning in school helps Dad with routine and friendship/ advice, follows safety plan when required, good self care and recognises when needs extra help and seeks it out, good hobbies that help Mum to feel relaxed, children like going to multi-sports after school club

722 ✓

What do we need help with?  
Include what the people who support us think we need help with - max 2500 characters

Reasons for starting the assessment.  
Presenting issues. Be clear about what prompted the assessment here. Include what the family, yourself and other people (including wider family and professionals) think the issues are. Does everyone in the family agree that the issues are the real issues? Where views differ it's okay to write these different opinions on the form, use the language the family use to encourage ownership of the plan.

437 ✓

How long have the issues been around for?  
When is it better or worse? - max 2500 characters

When did each issue start? Has it always been like this? Are there times when it's better or worse? Any times when it will definitely happen or will definitely not happen.

171 ✓

What causes the things we need help with?  
Underlying issues - Is there anything that makes them keep happening? - max 2500 characters

Why is it happening? Underlying issues, any triggers, events or situations that cause the issues.  
Eg, physical health and mental health, substance use, learned habits, poverty or debt, attachment/ strained relationships.

223 ✓

Important things that have happened in the past that are important to consider.  
max 2500 characters

Consider relevant family history, challenges and vulnerabilities.  
Trauma informed approaches recognise the presence of trauma symptoms and acknowledge the role trauma may play in an individuals or family's life.

213 ✓

Childs/ Young person's views /worries/lived experience.  
Detail direct work if completed - max 2500 characters

The voice of each child in the family should be recorded, this may mean someone else who already has a good relationship with the child working with the child to gain their perspective on their life and family situation.  
Use the tools and resources available to you, ask other professionals if you are not sure on the best way to approach this. Where possible use the child's exact words. For very young children include any observations of their presentation, play and interactions with their key family members.

514 ✓

Important things that have happened in the past that are important to consider.  
max 2500 characters

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213 ✓

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514 ✓

If nothing changes what do we think will happen to the child(ren) and/ or our family now or in the future?  
max 2500 characters

Risk analysis. Will the presenting issues have a significantly negative impact on the child/ren or family if nothing changes?  
Thinking about the things you identify here and how likely are they to happen?

205 ✓

What does the information above really mean for our family?  
What do we need to do about it? - The Plan - max 2500 characters

This is your hypothesis which creates a link between the information gathered, including needs and strengths, and helps to decide what the next steps need to be. Summarise yours and the family's shared understanding of what needs to change to improve the child/rens and family's life

283 ✓

Including information from other services and people who are involved or have previously been involved with your family is important in working together, it helps to understand what has worked before or what didn't work so services don't keep repeating the same things. Please detail relevant education, health and development, police, social care and other information.

Contact should routinely be made with some services such as:

- Years/Schools/Colleges for children in education within the family
- 0-19 Service/Health Visitors if under 5's in the family
- Midwives if anyone in the family is pregnant

What help is being provided or has been provided in the past?  
max 2500 characters

Relevant information about current or past involvement, information from each child's school - attending, making age related expectations?  
Needs that impact such as health issues recorded, frequent presentations at the GP or A&E, Police, previous parenting support/ strategies, DA / Operation Encompass, housing information etc

329 ✓

< Previous X Cancel Next >



# The family plan

For each priority area that the family need help with you must enter a brief summary in 'Action Summary'.

Complete all sections using the information you have gathered from conversations with the family and their relevant support network.

Actions and outcomes (*when things are better how will we know*) must be specific, measurable and achievable within the set time frame.

Action – what needs to happen next should detail **all of the specific actions agreed** to achieve the change required against that priority area of need.

Records to be added once this form is submitted

Records to be added once this form is submitted

FamilyPlan

Action Reference	Action Summary	What we need help with	When things are better how will we know?	Action - what needs to happen next	Who will do this?	By when?
1	EXAMPLE: Improving attendance	Sams attendance is 50%. When not in school we are worried about Sam's safety.	Sam will be attending school daily and on time. Attendance % will improve at least 30% in the term We will not be worried about Sam's safety	Sam to set his alarm for 7am Dad to make sure he's up and there's food for breakfast Aly (Sams friend) will call for Sam at 8am on the way to breakfast club Sam will walk to school with Aly and have breakfast. Alex breakfast club leader to greet Sam, (check in with trusted adult) Mini reward system/ certificate sent home from school for each week of 100% attendance	Sam Dad Aly Alex M Mrs Suni class teacher	15/11/2022

Action Summary \*

A brief summary of the action required that will allow you to recognise it and review actions later (50 characters)

EXAMPLE: Intervention re possible exploitation 46 ✓

What we need help with \*

Priorities identified from assessment - max 2500 characters

We are worried that Sam is being criminally exploited ✓

Outcome area \*

Children safe from abuse and neglect ✓

When things are better how will we know? \*

Max 2500 characters

We will not be worried about Sam's safety. Sam will have received support for CE and will have coping strategies to keep safe 124 ✓

Action - what needs to happen next \*

Max 2500 characters

CEIT to work with Sam and Dad for 6 sessions once a week to increase understanding, reduce and manage risks. 109 ✓

Who will do this? \*

Names of those responsible - max 2500 characters

Col (CEIT) Sam Dad 17 ✓

By when? \*

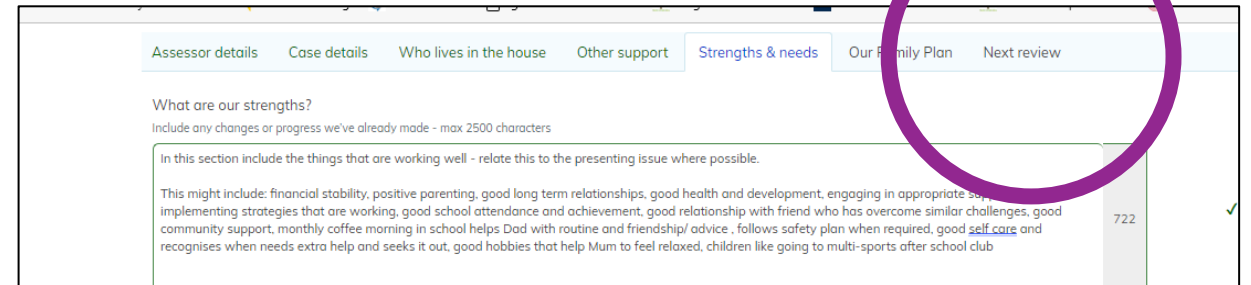
# Next review

You will be asked to enter a date for the next review. This should be within 6-12 weeks or sooner if the family's needs warrant this.

Click submit once all information is entered and a PDF copy of the information you have entered will be emailed directly to you with a link to the review form.

You **must save the email** with the link in order to add the next review meeting.

The link can be accessed at any time on this email to add the review meeting discussion details.



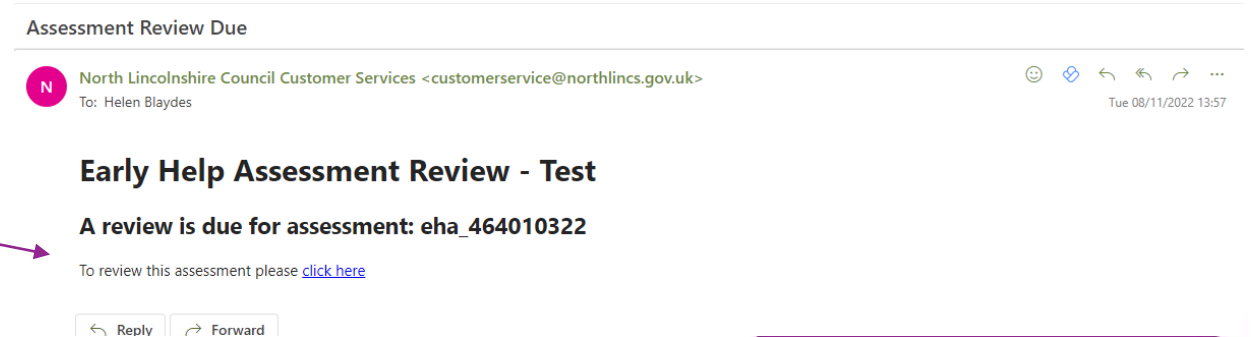
Assessor details Case details Who lives in the house Other support Strengths & needs Our Family Plan Next review

What are our strengths?  
Include any changes or progress we've already made - max 2500 characters

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This might include: financial stability, positive parenting, good long term relationships, good health and development, engaging in appropriate support, implementing strategies that are working, good school attendance and achievement, good relationship with friend who has overcome similar challenges, good community support, monthly coffee morning in school helps Dad with routine and friendship/ advice, follows safety plan when required, good self care and recognises when needs extra help and seeks it out, good hobbies that help Mum to feel relaxed, children like going to multi-sports after school club

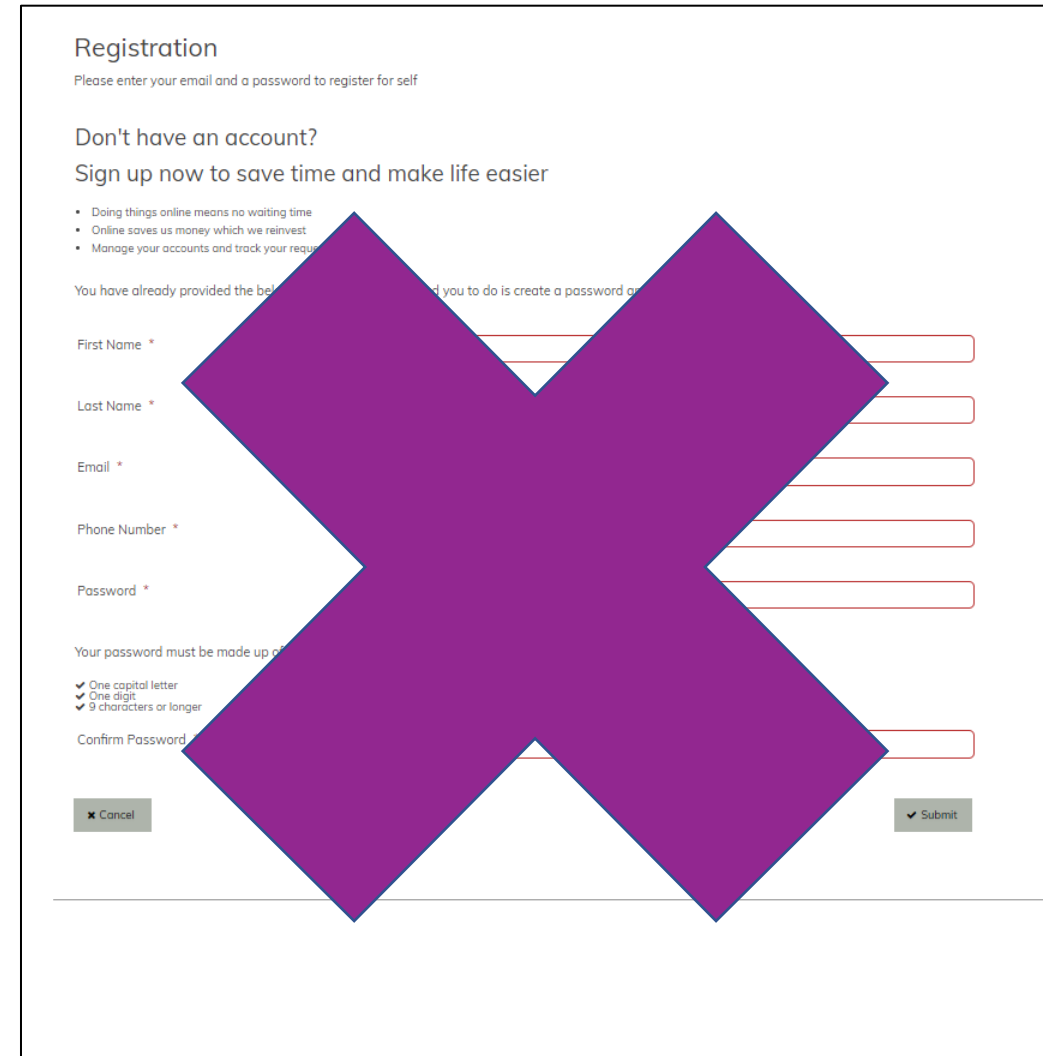
722 ✓



# Registration

You may see this box at the end of submitting an Early Help Assessment, unfortunately registering an account is **not possible** on this system.

Please ignore this page and either click cancel or close down the assessment once you are confident submission has been successful. You can tell it has been successful if you have received the email link.



The image shows a registration form titled "Registration" with the instruction "Please enter your email and a password to register for self". It includes a link for users without an account and a list of benefits: "Doing things online means no waiting time", "Online saves us money which we reinvest", and "Manage your accounts and track your requests". The form contains input fields for "First Name", "Last Name", "Email", "Phone Number", and "Password", along with a "Confirm Password" field. A password strength indicator shows "One capital letter", "One digit", and "9 characters or longer" as checked. At the bottom are "Cancel" and "Submit" buttons. A large purple 'X' is overlaid on the form, indicating it is not functional.

# Early Help Review

Early Help Review meetings are held regularly to review the progress against the outcomes and actions on the initial plan from the Early Help Assessment or subsequent reviews.

The Review Plan is where the progress or revised actions and outcomes are recorded.

To access the Review Plan form click the link on the email received after submitting the Early Help Assessment or previous Review Plan.

Overview | Plan | Next review

### Early Help Review

This Review form allows you to review ongoing Early Help plans at agreed intervals.

It shows which actions are currently outstanding from the Assessment, and allows you to provide updates on each action, to mark an action as complete or to add additional actions to the plan to be reviewed next time.

If all actions are complete, or the plan is complete for another reason then it can be marked for closure.

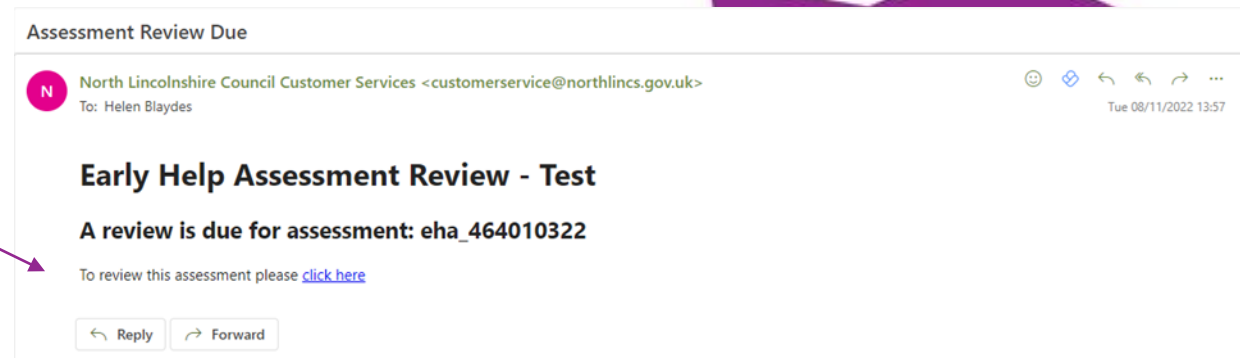
Any questions marked with an asterisk (\*) are mandatory

Assessment reference \*  
eha\_464010322

Date of original assessment  
08/11/2022

Family name \*  
TEST

Status of this assessment is: Open



# Early Help Review Plan

Enter the email address of the lead professional in the first box, this ensures that a copy of the form will be sent to this person.

Enter the date and time that the review meeting was held, this may have been a different time to the time of entering the information on the system.

Overview **Plan** Next review

Assessor conducting review (email address) \*

helen.blaydes@northlincs.gov.uk

Date & time review undertaken \*

25/11/2022 14:15

List of actions completed to date

Actions that have already been closed - no review needed

Outstanding actions

Actions that need reviewing (please select at least one)

1 - EXAMPLE: Improving attendance - Sams attendance is 50%. When not in school we are worried about Sam's safety. - date added 2022-11-08 13:10:00

2 - EXAMPLE: Intervention re possible exploitation - We are worried that Sam is being criminally exploited - date added 2022-11-08 13:10:00

Review each outstanding action

Do you want to add any additional actions? \*

Yes No

< Previous  Cancel Next >

# Updating plan progress

## Outstanding actions

In this section you will see the summarised priorities and actions entered in the Early Help Assessment or previous review.

Select the ones that you want to review, these will then open up on the page where you can add an update or comment by selecting 'Add review to this action' in the grey box.

If you have any additional actions to add which are not already recorded please select 'Yes' in the grey box. If there are no additional actions click 'Next'.

Overview **Plan** Next review

Assessor conducting review (email address) \*

Date & time review undertaken \*

List of actions completed to date

Actions that have already been closed - no review needed

Outstanding actions

Actions that need reviewing (please select at least one)

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2 - EXAMPLE: Intervention re possible exploitation - We are worried that Sam is being criminally exploited - date added 2022-11-08 13:10:00

Review each outstanding action

*EXAMPLE: Improving attendance* - Sams attendance is 50%. When not in school we are worried about Sam's safety. - for Assessment eha\_464010322 - TEST

Do you want to add any additional actions? \*

For each action (priority need) you have selected to review you can add a summary of the action taken in this section.

If there are still actions to complete in order to help the family achieve the desired change against their identified priority need then select **'No'** to **'Is this action complete?'**. This will ensure the action remains open for you to be able to add updates at a later review.

If the whole outcome has been achieved (i.e. from the 'what will it look like when things are better?' section) you can select **Yes** to 'Action complete?'. This closes this part of the plan to show it has been achieved.

Add a comment or summary update against each action selected.

This screenshot shows a review form with a modal dialog. The form includes fields for 'Assessor conducting review (email address)' (helen.blaydes@northlincs.gov.uk) and 'Date & time review undertaken' (25/11/2022 14:21). The modal dialog asks 'Is this action completed?' with 'Yes' and 'No' buttons. A purple arrow points from the text 'select 'No' to 'Is this action complete?'' to the 'No' button. Below the modal, there is a text area for 'Do you want to update any comments against this action?' with 'Yes' and 'No' buttons, and a 'Cancel' button. At the bottom of the modal, there is an 'Add review to this action' button.

This screenshot shows a review form with a modal dialog. The modal dialog asks 'Is this action completed?' with 'Yes' and 'No' buttons. A purple arrow points from the text 'you can select Yes to 'Action complete?'' to the 'Yes' button. Below the modal, there is a text area for 'Action Completed - Summary' with the instruction 'Please give details of how and why this action was closed - max 2500 characters'. The text area contains the number '0'. At the bottom of the modal, there is a 'Cancel' button and an 'Add review to this action' button.

# Adding additional priorities or actions

There may be rare occasions where it is necessary to add new actions or priorities that the family need help with, to the plan. This may happen if the family's circumstances have changed or there has been a significant event.

For each priority area that the family need help with you must enter a brief summary in 'Action Summary'.

Complete all sections using the information you have gathered from conversations with the family and their relevant support network.

The detail added in 'When things are better how will we know' must be specific, measurable and achievable within the set time frame.

Home

Overview Plan **Additional actions** Next review

FamilyPlan

Action Summary \*

A brief summary of the action required that will allow you to recognise it and review actions later (50 characters)

What we need help with \*

Priorities identified from assessment - max 2500 characters

Outcome area \*

Select..

When things are better how will we know? \*

Max 2500 characters

Action - what needs to happen next \*

Max 2500 characters



Is this action completed? \*

Yes No



Do you want to update any comments against this action? \*

Yes No



### What we need help with

Currently this is...

Sams attendance is 50%. When not in school we are worried about Sam's safety.

Update this comment?

Yes No



Updated 'What we need help with'

Sams attendance is 50%. When not in school we are worried about Sam's safety.



Update this comment?

Yes No



Updated 'What we need help with'

Sams attendance is 50%. When not in school we are worried about Sam's safety.



### When things are better how will we know?

Currently this is...

Sam will be attending school daily and on time. Attendance % will improve at least 30% in the term  
We will not be worried about Sam's safety

Update this comment?

Yes No



Updated 'When things are better how will we know?'

Sam will be attending school daily and on time. Attendance % will improve at least 30% in the term  
We will not be worried about Sam's safety



### Actions required

Currently this is...

- Sam to set his alarm for 7am
  - Dad to make sure he's up and there's food for breakfast
  - Aly (Sams friend) will call for Sam at 8am on the way to breakfast club
  - Sam will walk to school with Aly and have breakfast.
  - Alex breakfast club leader to greet Sam, (check in with trusted adult)
- Mini reward system/ certificate sent home from school for each week of 100% attendance

Update this comment?

Yes No



Updated 'Actions required'

- Sam to set his alarm for 7am
  - Dad to make sure he's up and there's food for breakfast
  - Aly (Sams friend) will call for Sam at 8am on the way to breakfast club
  - Sam will walk to school with Aly and have breakfast.
  - Alex breakfast club leader to greet Sam, (check in with trusted adult)
- Mini reward system/ certificate sent home from school for each week of 100% attendance



### Who will do this?

Currently this is...

Sam  
Dad  
Aly

- for Assessment eha\_464010322 - TEST

Add review to this action

Action Reference	Action	Is this action completed?	Do you want to update any comments against this action?	What we need help with	When things are better how will we know	Actions required	Who will do this	By when
1	EXAMPLE: Improving attendance	No	Yes	Sams attendance is 50%. When not in school we are worried about Sam's safety.	Sam will be attending school daily and on time. Attendance % will improve at least 30% in the termWe will not be worried about Sam's safety	<ul style="list-style-type: none"> <li>Sam to set his alarm for 7am</li> <li>Dad to make sure he's up and there's food for breakfast</li> <li>Aly (Sams friend) will call for Sam at 8am on the way to breakfast club</li> <li>Sam will walk to school with Aly and have breakfast.</li> <li>Alex breakfast club leader to greet Sam, (check in with trusted adult)</li> <li>Mini reward system/ certificate sent home from school for each week of 100% attendance</li> </ul>	SamDadAlyAlex MMrs Suni class teacher	15/11/2022

Records to be added once this form is submitted

Do you want to add any additional actions? \*

Yes No



< Previous x Cancel

Next >

# Summary of review

In the last section of the review form you are asked to provide a brief summary of the review meeting.

This is where you summarise progress, any changes, key events or issues arising since the last meeting which need further consideration right now.

You are not expected to record minutes of the meeting. If a family or agency require a full record of the meeting this should be arranged aside from this form. Agencies may choose to record significant factors or discussions on their own recording system if required.

The screenshot shows a web interface for a review form. At the top, there is a grey navigation bar with the text 'Home'. Below this is a light blue breadcrumb trail containing three items: 'Overview', 'Plan', and 'Next review' (which is highlighted in a darker blue and includes a small blue information icon). The main content area is titled 'Summary of this review \*' and includes a sub-instruction: 'Include relevant brief updates of the current situation as required - max 2500 characters'. Below the instruction is a large, empty text input field with a character count of '0' on the right side. Underneath the text field is the question 'Is this the final review? \*'. This question has two radio button options: 'Yes' and 'No'. At the bottom of the form, there are three buttons: a 'Previous' button with a left-pointing arrow, a 'Cancel' button with an 'x' icon, and a 'Submit' button with a checkmark icon.

# Next review or final?

Unless all needs have been met or the plan is to close for another reason then a new review date should be entered. Select 'No' if this is not the final review.

Once the next review date has been entered click submit. This will automatically send a link to the next review to the email address added on the first page by the person completing the review.

If and all needs have been met or the plan is closing for another reason and this is the final review meeting click 'Yes' here.

Selecting 'Yes' and submit will automatically trigger an email link to the Closure summary.

Overview Plan **Next review**

Summary of this review \*  
Include relevant brief updates of the current situation as required - max 2500 characters

0

Is this the final review? \*

Yes  No

Next Review Date  
Suggested date is 6 weeks from today

06/01/2023

< Previous x Cancel Submit

Overview Plan **Next review**

Summary of this review \*  
Include relevant brief updates of the current situation as required - max 2500 characters

0

Is this the final review? \*

Yes  No

A completion link will be sent to your email to formally close this assessment

< Previous x Cancel Submit

Once the review information is submitted the system will show you what you have entered. Please select **‘Download PDF’** and save this pdf copy of the plan to your own agency records.

You can then print or send a copy of the plan in the PDF format to the family and relevant professionals.

Click continue once you have downloaded and saved the PDF copy of the plan.

Home

Thank you for submitting Early Help Assessment Review

Assessment reference: eha\_464010322

Date of original assessment: 08/11/2022

Family name: TEST

Assessor conducting review (email address): helen.blaydes@northlincs.gov.uk

Date & time review undertaken: 25/11/2022 14:21

List of actions completed to date:

Outstanding actions: 1 - EXAMPLE: Improving attendance - Sams attendance is 50%. When not in school we are worried about Sam's safety. - date added 2022-11-08 13:10:00

ongoingActionUpdate:

Action Reference	Action	Is this action completed?	Do you want to update any comments against this action?	What we need help with	When things are better how will we know	Actions required	Who will do this	By when
1	EXAMPLE: Improving attendance	No	Yes	Sams attendance is 50%. When not in school we are worried about Sam's safety.	Sam will be attending school daily and on time. Attendance % will improve at least 30% in the term. We will not be worried about Sam's safety	<ul style="list-style-type: none"> <li>Sam to set his alarm for 7am</li> <li>Dad to make sure he's up and there's food for breakfast</li> <li>Aly (Sams friend) will call for Sam at 8am on the way to breakfast club</li> <li>Sam will walk to school with Aly and have breakfast</li> <li>Alex breakfast club leader to greet Sam, (check in with trusted adult)</li> <li>Mini reward system/ certificate sent home from school for each week of 100% attendance</li> </ul>	SamDadAlyAlex MMrs Suni class teacher	15/11/2022

Do you want to add any additional actions?: No

Summary of this review: All outcomes achieved. Family are confident to continue without early help.

Is this the final review?: Yes

Download PDF

Continue »

# Closure summary

Once the final review meeting has been held and agreement has been reached to close the Early Help Plan you must complete the Closure form.

You will receive a link like the one below when you record the final review.



You must select Yes or No to show if the family and professionals agree on closing the plan.

Select the reason for closing, if you select 'Other' you must enter a brief description of this reason.

Status Closure information ⓘ

Date assessment first created \*  
08/11/2022

Family reference  
eha\_464010322

Family name  
TEST

Assessor name  
Helen Blaydes

Assessor contact email  
helen.blaydes@northlincs.gov.uk

Agency category  
Local Authority Targeted Service

Agency Name  
NLC

Do the family and all professionals involved agree on closing at this time? \*

Yes  No

Reason for Closing \*

- Early Help plan closed due to all needs being met
- Early Help plan closed due to most needs being met and a single agency will continue support
- Early Help plan closed due to escalation to a statutory plan
- Early Help plan closed due to family moving out of the area
- Family Help plan closed due to child or family withdrawing consent
- Other

# Closure summary

The final part of the Closure summary asks you to record feedback from the family and relevant comments from professionals or other people involved.

Add the date the plan was closed and click submit. A summary of what you have entered will be shown on the next screen.

Click **Download PDF** and save a copy of the PDF to your own agency records. You may also share this with the family or those involved if required.

Click 'Continue' to end the Early Help plan and process for this family.

Family Help Closure and Feedback \*

Max 2500 characters

Contingency plan \*

Where will the family access advice and support in the future if required? - max 2500 characters

Date of closure \*

30/11/2022

[< Previous](#)

[✕ Cancel](#)

[✔ Submit](#)

Do the family and all professionals involved agree on closing at this time?: Yes

Reason for Closing: testing

**Family Help Closure and Feedback:** Outcomes achieved test.

The support has been positive (Family feedback). X feels safe now.

We feel that he is safe.

**Contingency plan:** TEST They visit the community centre and family hub, they have the details to contact MIND for mental health support TEST.

Dad will go to Auntie Sarah for advice if things start to get worse,

X has a trusted adult in school, Mrs Suni who he sees once a week and can speak to if he needs help.

Date of closure: 20/11/2022

[Download PDF](#)

[Continue »](#)