**0-25 SEND Workflow**

**New Referral to MASH where family has a child with special needs/disability**

MASH process followed

**Allocated Social Worker**

**Providing further statutory services CP/CIN to the family transferring to relevant statutory service**

**Allocated Social Worker**

**On conclusion of assessment and no safeguarding needs identified and criteria met, family to transfer to 0-25 SEND.**

**Allocated Social Worker**

**Transferring the family to Early Help Families First Service**

**Allocated Social Worker**

**Provision of information guidance and signposting**

**MASH**

If need for services is identified at Universal Level, information and advice to be provided about Local Offer

**MASH**

If it is identified in MASH enquiry that presenting factors relate to a Child’s Disability and the following criteria are met:

* **Severe or profound learning disability**
* **Severe or profound physical disability**
* **Complex health needs expected to last more than one year**
* **Severe or profound communication difficulties**
* **Severe development delay**

Notification sent 0-25 SEND for s47/s17 Child and Family Assessment.

**0-25 SEND**

When required, social worker to liaise with RRT to access specialist skills in child protection and arrange joint visit.

**History/Chronology:**

Review referral information, MASH research and any history available, starting or updating the chronology.

**Planning the assessment:**

Plan how to carry out the assessment including estimating how long the assessment may take to complete and agree this with the Practice Lead.

**Engaging the child &family:**

Undertaken in partnership with the child and family, with their consent and full participation.

**Information gathering:**

Multi-agency checks should take place through discussion with key professionals in the child’s life, not relying solely on database checks.

**Visits/talking to the child:** The social worker should see and speak to each of the children separately in their first language and wherever possible they should be seen on their own.

**Parent’s, carers and the wider family:** Every assessment should include a genogram and/or ecomap which highlights key people in the child’s life including and beyond those living in the household.

**Analysis:** The social worker will analyse the information gathered and come to a professional judgement.

**Plans:** If the assessment has identified unmet need or harm, recommend what needs to change and what, if any, help or services the family need to make those changes.

**Rapid Response Team**

**On day of allocation** social worker to liaise with 0-25 SEND Team to access specialist skills in working with young people with special needs and disability. Arrange joint visits where requested.

**History/Chronology:**

Review referral information, MASH research and any history available, starting or updating the chronology.

**Planning the assessment:**

Plan how to carry out the assessment including estimating how long the assessment may take to complete and agree this with the Practice Lead.

**Engaging the child &family:**

Undertaken in partnership with the child and family, with their consent and full participation.

**Information gathering:**

Multi-agency checks should take place through discussion with key professionals in the child’s life, not relying solely on database checks.

**Visits/talking to the child:** The social worker should see and speak to each of the children separately in their first language or method of communication and wherever possible they should be seen on their own.

**Parent’s, carers and the wider family:** Every assessment should include a genogram and/or ecomap which highlights key people in the child’s life including and beyond those living in the household.

**Analysis:** The social worker will analyse the information gathered and come to a professional judgement.

**Plans:** If the assessment has identified unmet need or harm, recommend what needs to change and what, if any, help or services the family need to make those changes.

*To take place without delay and completed* ***no later than 10 days from the end of the assessment.***

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*To take place without delay and completed* ***no later than 10 days from the end of the assessment.***

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**Allocated Social Worker**

On conclusion of assessment and criteria is still met

provide further services to the family.

**Allocated Social Worker**

**Transferring the family to Early Help Families First Service**

**Allocated Social Worker**

**Provision of information, guidance and signposting**

*Ongoing visits* ***no less than every 10 days.***

*If required, Practice Lead to authorise extension and review again* ***within 25 days from referral.***

*Practice Lead to authorise extended assessments no later than 40 days.*

*Assessment completed and shared with the family and recorded on AzeusCare* ***no later than 45 days of receipt of referral.***

*Social Worker to visit child as quickly as possible and* ***within 10 days of the referral*** *and recorded on Azeus Care within 3 working days.*

*Practice Lead to discuss progress and review assessment* ***no later than 10 days from referral.***

*MASH decision within 24 hours of receipt. Contact Record is recorded on AzeusCare.*

*Practice Lead allocates to Social Worker* ***within 24 hours of referral****. Open SA episode started on AzeusCare*

**MASH**

If it is identified in MASH enquiry that the presenting need is for protection in relation to all children in the family, notification to be sent to RRT for s47/s17 Child and Family Assessment