Di McKenna – May 2020

**SEND National Trial Tribunals**

**Process for notifications to Early Help and Safeguarding**

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| Court sends notification and initial registration papers to the SEND Central Team. |

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| SEND administrator checks whether the family has a current worker (Social worker, Community Care worker or Early help worker) by checking the Mosaic front screen. |

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| NEW REFERRAL/CLOSED CASE |

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| ALLOCATED WORKER/OPEN CASE |

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| SEND Central Team emails the locality or Disabled Children’s Team duty inbox where the worker is based with the information (one email per case) using the title in the email (SEND National Trial) and name of the Lead SEND Officer (LSO). |

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| SEND Central Team emails Starting Point with the information (one email per case), using the title in the email (SEND National Trial and name of the Lead SEND Officer (LSO). |

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| Grade 6 B/S forward email to Worker/Practice Supervisor or EH Senior Practitioner /Team Coordinator or EH B/S support and Team Manager.  Business Services upload documents to the child’s file. |

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| Starting Point will create a contact/referral record and undertake agency checks/gather basic information. The triage will be prioritised and passed to the Locality duty box in the form of an EH or Single Assessment (depending on  Complexity) within 48 hours. |

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| Allocated worker to discuss with LSO to gain overview/ensure they are clear on what is required/timescales for work etc. Allocated worker will case note this discussion and alert Practice Supervisor/Team Manager to timescale and discussion will take place about the level of assessment/work that is required. |

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| The Practice Supervisor/Team Manager will ensure the case is allocated promptly and will email back to [education.senadmin@derbyshire.gov.uk](mailto:education.senadmin@derbyshire.gov.uk) to inform the SEND Central Team of the allocated worker so their name can be added to the Tribunal spreadsheet |

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| Allocated worker to discuss with the LSO to gain overview/ensure they are clear on what is required/timescales for work etc. Allocated worker will case note this discussion and alert Practice Supervisor/Team Manager to timescale and discussion will take place about the level of assessment/work that is required. |