

DSCO Workflow Appendix Es

Agenda from Management Board Meeting sent from EHCP mailbox.

Prep Social Care/Early Help information within the last two years to present day (if CYP is known or not known now but has been) in preparation for meeting on Thursday PM. If CYP has not been known to Social Care or Early Help no prep required.

Record all these CYP on the App E spreadsheet – with as much detail as possible

Following Management Board Meeting EHCP mailbox will send emails relating to CYP who receive a 'Yes' from board and request that an Appendix E is completed (this could be by Social Care/Early Help/DSCO).

If open to Social Care/Early Help forward received email to allocated worker and team manager requesting completion of the App E within two weeks of receiving the email, record date sent on App E spreadsheet

If deadline is not adhered to this is then chased again, copying in Service Manager and as a last resort Head of Service if it looking unlikely that six week deadline is going to be achieved

If CYP is not known to Social Care/Early Help the DSCO completes App E stipulating no involvement and makes a telephone call to the family to advise of the Torbay Local Offer including Early Help Assessment and information relating to Torbay Family Hubs, recording that this has happened on the App E and then this can be returned to EHCP mailbox

Once returned to the DSCO the App E is quality assured using a Microsoft Form and once satisfied this is returned to the EHCP mailbox and saved on LCS/EHM (CYP who are not known to Social Care or Early Help will need a record creating on Liquid Logic) – make sure you have access all areas to be able to do this

Dates completed/dates returned and saved on LCS/EHM are recorded on App E spreadsheet to ensure we have a record of this – same goes for any chasing this is also recorded

