SEND Early Intervention Processes

Requests for Statutory Assessment

Following agreement for a full Education Health and Care Needs Assessment a RSA request is sent to central point of contact (DSCO@torbay.gov.uk) Marked for the attention of DSCO.

This is monitored by the DSCO.

DSCO screens the RSA request and identifies if child is open to statutory or Early Help Services.

If the child is open to a service, the allocated practitioner and team manager is notified by the DSCO and a request for social care information (Appendix E) is made including a timeframe for completion (two weeks from email being received). All requests in terms of timeliness of the response are tracked by the DCSO.

Practitioner completes the Appendix E which is then endorsed by their Team Manager. This is then returned to the DSCO, who is responsible for the final quality assurance of the information provided, which could be returned if further amendments are required. A final copy of the Appendix E is then saved on LCS/EHM. In the event of the completion deadline not being met this will be escalated to Service Manager. HOS will be notified in the event of the legal timeframe not being adhered to.

Prior to submission, the DSCO will undertake a final check of the child's file to ensure no significant updating information has become known during the 20 week timescale.

If the child is not known, the DSCO will create an EHM contact record.

The DSCO will make contact with the parent/s or carer/s, outlining the Local Offer and relevant services available, including a link to the Family Hubs website and Early Help Offer including the portal.

A record of this contact is recorded on EHM.

DCSO completes the Appendix E and they are then returned to the SEND team.

The DSCO will remain the key central point of contact for schools and the SEND service, with any additional requests prior for example to amendments of plans in terms of significant changes being to DSCO@torbay.gov.uk for the DSCO's attention.