

Children's Social Care and One Point Service Flowchart – Revised June 2023

Special Educational Needs and Disability (SEND), Education, Health and Care Assessment Pathway

Request for an EHC assessment received by SEND Casework Team.

SEND admin check Liquid Logic (LL) for involvement of Children's Services (CSC and OPS) and record as open, closed or not known.
NFA at this time by social care.

Decision to proceed with an EHC assessment.

SEND admin check Liquid Logic (LL) for involvement of Children's Services (CSC and OPS) and record as open, closed or not known.

Child / family **currently open** to Children's Services (CSC or OPS).

SEND admin email CSC and OPS contacts to request Social Care Advice (SCA) Form is completed in and returned in 6 weeks.
CSC contacts - Lead Professional (LP) / Social Worker (SW), Team Manager and Team Co-ordinator.

OPS contacts - Lead Professional, Team Manager and Business Support Team Leader.

LP / SW completes the SCA form in LL, shares the advice with the parent(s) and seeks permission to share this with the SEND Team.
The LP / SW's Team Manager will approve the SCA Form on LL prior to it being put into pdf and submitted to SEND admin at senbusinessservices@durham.gov.uk

This must be completed within 6 weeks of the request being sent.

Child / family **not currently open or not known** to Children's Services.

SEND Caseworker seeks consent from parents for the involvement of OPS and submits a request for social care advice using CRM on the following link – [Early Help Support Request - Information - Dash \(achieveservice.com\)](https://achieveservice.com). In the 'what needs to happen next section' they will state that 'Social Care Advice is to be provided.'

Early Help Triage Worker (TW) completes system checks as per procedure.

Early Help TW sends referral to One Point Service IFS Team Manager via LL 'in-tray' to allocate in line with procedure.

OPS IFS TM or Family Hub TM allocates to an appropriate practitioner, depending on the age of child.

LP informs SEND Caseworker they have been allocated to the child and family by email and copies in the relevant TM and TL.

Care element assessment **declined by family**.

EHA not completed.
LP / SW informs SEND Caseworker.

NFA at this time.

Family consent to assessment by OPS.

LP completes a proportionate Single Assessment in LL and completes the SCA Form.

LP's Team Manager approves the SCA Form on LL before it is returned via email to the SEND Caseworker via email at senbusinessservices@durham.gov.uk

This must be completed within 6 weeks of the request being sent.

Multi-agency meeting (MAM) is arranged by the SEND Caseworker (week 13-14). The LP/SW is invited and will attend. The SW/LP, family and the SEND Caseworker discuss alignment of pre-existing TAF/Core Group meetings to EHCP assessment multi-agency meetings to ensure family and professionals are not exposed to multiple meetings.
Decision made to issue an EHCP or SEND Support Plan. If EHCP agreed then a draft plan is agreed in the meeting.

Copy of draft EHCP sent to the LP/SW by week 16 of the process for comment. The LP/SW has 15 days to comment on the content. This plan does not replace any necessary social care plan either under CIN or CP but will run alongside and inform it. If further social care outcomes are identified before the plan is issued these need to be sent to the SEND Caseworker immediately so they can be included in the EHCP. The final plan will be shared with all involved by week 20 of the process.

It is the responsibility of the SW/LP to ensure the agreed care outcomes are actioned in the EHCP. Where there is the need for ongoing involvement of Children Services the agreed care outcomes in the EHCP will be reflected within the Child and Family Plan and reviewed within TAF / Core Group meetings. The alignment with the EHCP will be assured by the involvement of the child and their family, the child's school and any other relevant professionals in ongoing TAF/Core Group meetings. It will be the responsibility of the SW/LP Team Manager to decide if there is an ongoing role for Children Services and this will depend on the presenting needs of the child and family. Where there is no need for a statutory SW but there are continued care needs this will be discussed with the One Point Service and stepped down in the usual way. Where there are no outstanding care needs, the case will be closed to children's services.