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**EHCP/Health Pathway Frequently Asked Questions:**

1. **If a child placed out of County is being assessed for an EHCP what does the social worker do in that situation to ensure all info is shared?**  Social Worker alerts Surrey SEND Team that an EHCP is being requested and asks that they communicate with the out of county SEND and then follow the process on flow chart. Communication would be with the Senior Case Manager in each Borough

The case will be allocated for oversight in the SEND team and the Case Officer will make contact with the Other Local Authority to ensure that regular updates are provided.

In all instances the Virtual School can be contacted to assist with the inter-county liaison, if required.

Surrey SEND area Team emails: (NE) [nesen@surreycc.gov.uk](mailto:nesen@surreycc.gov.uk); (NW) [nwsen@surreycc.gov.uk](mailto:nwsen@surreycc.gov.uk): (SW)  [swsen@surreycc.gov.uk](mailto:%20swsen@surreycc.gov.uk); (SE) [sesen@surreycc.gov.uk](mailto:esen@surreycc.gov.uk)

1. **What do I have to do as a social worker that is different from before?**
   1. Social Worker **must** ensure that a child is recording in Education tab on LCS as having an EHCP; you simply need the date the EHCP was issued to create the EHCP Lozenge.
   2. You must upload the completed EHCP and any supporting documents to WISDOM under CLA pathway
2. **As a Business Support Officer what do I do differently?** 
   1. When a child first becomes looked after you need to alert the relevant SEND Team so that they can also check if the child has an EHCP; [social worker may not be aware at that point].
   2. You must check the children’s LCS record to see if they have an EHCP, and if so then send the EHCP with the IHA or RHA referral form to health
   3. Part C is sent out to SEND case officer as well as social worker and Foster carer/residential worker.

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Reviewed by: Elaine Andrews

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