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Looked After Children –

Initial Health Assessment (IHA) and Education Health Care Plan (EHCP) Process Checklist

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| Process | Designation | Completion |
| **Day 1** |
| Child becomes looked after – notification to Business Support from Social Worker (SW), S20 Panel or ICS “CLA Request Tray” within 24 hours of care arrangement | Social Worker/AD/ICS |  |
| A Placement Notification Enquiry (PNE) is created and sent to Integrated Care Board (ICB) and Virtual School (VS), Independent Review Unit (IRUNIT)  | Gateway |  |
| Draft Initial Health Assessment (IHA) Referral form and consent document sent to SW | Children’s Services Business Support |  |
| Education Care Health Plan (EHCP) Check on ICS, if no EHCP, email sent to SEND to check EHCP status and gain copy of EHCP and upload to system | Children’s Services Business Support |  |
| **Day 2** |
| SW returns completed IHA referral form and consent documents | Social Worker |  |
| EHCP is sent to Children’s Services Business Support | SEND Team  |  |
| Completed IHA referral form, consent documents and EHCP (if applicable) to IHA coordinator | Children’s Services Business Support |  |
| **Day 5** |
| IHA referral form, consent documents and EHCP (if applicable) sent to Health Secretaries. ICS updated that referral has been sent | Children’s Services Business Support |  |
| **Day 6-20** |
| IHA completed by Paediatrician with reference to EHCP outcomes | Paediatrician |  |
| IHA quality assured and returned to Children’s Services  | Named Doctor, Looked After Children’s Health Team |  |
| **Day 20+** |
| IHA sent to Social Worker and Part C sent to SEND, VS and IRUNIT and uploaded to system.  | Children’s Services Business Support |  |
| Update Care Plan to include Part C recommendations | Social Worker |  |
| Share updated Care Plan with Carers | Social Worker |  |
| Initial PEP to consider any relevant health recommendations from Part C | Designated Teacher |  |
| Initial Looked After Children’s Review the Care Plan is considered with updated IHA and PEP recommendations | Independent Reviewing Officer |  |
| SEND to convene an interim annual review of the EHCP and consider whether the EHCP requires an update considering child’s change of Care Status | SEND Officer |  |

**ESCALATION**

It is expected for all steps of the IHA/EHCP Pathway to be completed according to the above timescales. All partner agencies are in agreement for swift escalation on delay on any stage of the pathway.

Document last reviewed: April 2024

Reviewed by: Elaine Andrews

Next review date: April 2025