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Looked After Children –

Review Health Assessment (RHA) and Education Health Care Plan (EHCP) Process Checklist

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| Process | Designation | Completion |
| **4 months before RHA due date** | | |
| Business Support review the “Looked After Children Review Health Assessment” Tableau Dashboard to pull off a list of children who are due their RHA in 4 month's time and send the RHA referral form to the Social Worker to update the form. | Children’s Services Business Support |  |
| Social Worker updates the RHA referral form as a matter of urgency and returns to Business Support  An updated form should have the current address, carers details including contact numbers, any significant events/social work update which have occurred in the past 12 months and whether there are any known risks which health staff need to be aware of in regard to lone working. | Child’s social worker |  |
| Business Support check ICS, EHM and Wisdom (EYES) for the latest SDQ (ages 4-17) and EHCP (if applicable).  If the SDQ will be overdue (12 months) at the time of the RHA due date, Business Support will alert SDQ Administration (sdqadministration@surreycc.gov.uk) to ask the Social Worker for an updated SDQ to be completed and returned to Business Support.  If the EHCP annual review will be overdue (12 months from last review) at the time of the RHA due date, Business Support will ask the SEND team whether there is an updated EHCP or review and return to Business Support within 3 working days.  NE SEND nesen@surreycc.gov.uk  NW SEND nwsen@surreycc.gov.uk  SW SEND swsen@surreycc.gov.uk  SE SEND  molevalley.sesen@surreycc.gov.uk  reigatebanstead.sesen@surreycc.gov.uk  tandridge.sesen@surreycc.gov.uk | Children’s Services Business Support |  |
| **3 months before RHA due date** | | |
| Business Support send the RHA referral form, consent forms, SDQ (if applicable) and EHCP (if applicable) to Health Business Support. | Children’s Services Business Support |  |
| Health Business Support complete checks as to whether child is placed in county, or out of county. | Health Business Support |  |
| **Before RHA due date** | | |
| If in county, Health complete the RHA alongside reviewing the SDQ (if applicable) and EHCP (if applicable).  If not in county, then Health Business Support refer the RHA referral (alongside SDQ and EHCP – if applicable) to the relevant local health organisation to complete the RHA. | Health Business Support |  |
| **Following RHA Completion** | | |
| Quality Assurance of RHA  If in county, Health Care Professional completing the RHA completes a self-assessment tool  For both in and outside of county, the Named and Designated Nurses complete quarterly dip samples of RHA’s and quality assure. | Health Care Professional |  |
| RHA is returned to Children’s Services Business Support | Health Business Support |  |
| RHA is sent to the allocated Social Worker VS and IRUNIT (for all children) and SEND if child has an EHCP.  The RHA is uploaded onto the system and the Health Logbook is updated | Children’s Services Business Support |  |
| Update Care Plan to include the RHA Health Plan | Social Worker |  |
| Share updated Care Plan with child (if appropriate), Carers and parents | Social Worker |  |
| Subsequent PEP to consider any relevant health recommendations from the RHA Health Plan | Designated Teacher |  |
| Subsequent Looked After Children’s Review the IRO checks the Care Plan for updates from the RHA Health Plan and PEP recommendations. | Independent Reviewing Officer |  |
| SEND to use the RHA Health Plan in subsequent EHCP review | SEND Officer |  |

**ESCALATION**

It is expected for all steps of the RHA/EHCP Pathway to be completed according to the above timescales. All partner agencies agree for swift escalation on delay on any stage of the pathway, through line management structure.

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| **Title** | **Review Health Assessment (RHA) and Education Health Care Plan (EHCP) process checklist** |
| **Purpose** | **Guide for practitioners within Children's Services, SEND and Health of all actions which must be completed for Review Health Assessments** |
| **Updated by** | **Kirstie Watson, Named Nurse for Looked After Children, Rachel Brooks, Senior SEND Quality Manager, Susan Conway, Independent Reviewing & Child Protection Chair Manager, Jessica Peskett, Senior Business Team Leader, Elaine Andrews Service Manager NW Looked After Team, Siobhan Walsh Assistant Director Looked After Children and Care Leavers** |
| **Approved by** | **Siobhan Walsh** |
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