DARLINGTON Borough Council

Early Help Practitioner Self-Assessment Checklist		
*When **new** to the Early Help process, use the check list every time.* *When **experienced**, use the checklist to assess your quality at least every three months.*		
Information Sharing, Consent and Complaints procedure	**Y**	**N**
Has the young person (if appropriate) or parent signed the consent form to agree to the process?		
Have you agreed with child/YP/family who the information will be shared with and how it will be recorded? **OR** who not to share with?		
Have you provided the child/YP/family with information leaflet		
Early Help Assessment Preparation		
Is there a clear reason for the Early Help Assessment?		
Have you explained to the child/YP/Family the reasons and purpose of the Early Help Assessment?		
You are completing the assessment **with** the family.		
You are completing the assessment in the family home.		
Where appropriate have any special arrangements been arranged for the assessment (e.g. interpreter, access etc.?)		
Assessment		
Does the assessment focus on what the child/YP/Family want to achieve?		
Does the assessment include the strengths **AND** needs of the family?		
Does the assessment consider the history of the family?		
Have you collected enough information for those who need to get involved in the future?		
Have you used the toolkit documents, where needed, to support your assessment		
Are all actions clear, allocated and have appropriate timescales?		
Conclusions, Solution and Analysis		
Does the assessment identify what needs to change and how this will be achieved?		
Have you identified how you will know things have improved?		
In your analysis have you included what could happen if nothing changes?		
Have you identified the family networks?		
Have you completed the scaling question with a score and rationale from the family and yourself?		
Initial Family network Meeting		
Have you identified a Lead Practitioner?		
Does the action plan have clear tasks for each member of the meeting (including the child/YP/family if appropriate)		
Are the tasks SMART (Specific, Measurable, Achievable, Relevant and Time specific)?		
Have you agreed a review meeting?		
Have you completed the scaling question with a score and rationale for each attendee of the meeting		
When completing the scaling question have you indicated what you would like to see to move up the scale?		
When completing the scaling question have you indicated what you would like to see to close the EHA		
Family Network Review		
Have you identified any new information that needs to be shared?		
Closure		
Is it clear to continue with the Early Help Process or should the Assessment be closed? (Close for following reasons: All actions are achieved, step down to single agency involvement, Parent withdraws consent, or you have evidenced that the family are not engaging in the process)		
Have you let the Early help Coordinator know that the EHA is closed so the system can be updated?		
Handover		
If you are no longer able to continue as lead Practitioner (i.e. child moves out of area, or to a new school) have you identified a suitable alternative lead professional?		
Have you discussed any completed or outstanding outcomes with the new Lead Professional?		

Have you invited the new lead to a handover Family Network Meeting OR will you attend the new lead's first Family Network meeting?		
Documentation		
Have you sent your documentation (assessment and family plans) to the Childrens front door childrensfrontdoor@darlington.gov.uk		