

Early Help

LESP

Early Help at



School Guide



Introduction

Early Help is a strategic priority of the Leicester Education Strategic Partnership. This guide has been created as part of the work of the Leicester Education Strategic Partnership Operation Group (LESPOG) to:
'...manage a planned range of improvement and development activities in conjunction with education partners to ensure that significant progress is being achieved to meet the LESP's strategic priorities and objectives.'

LESPOG established an Early Help Task and Finish Group comprising partners from Primary Schools, Secondary Schools and the Local Authority to identify how to support schools to understand and engage with the Early Help agenda. It was agreed that a set of 'Early Help commitments' be created to set out the activities required by schools to ensure they are up-to-date and engaged with the early help agenda.

This document, compiled by a local Schools SEND Hub, details a set of Early Help Commitments which will enable local schools to ensure that:

- Pupils, parent/carers and staff are clear on the Early Help support available through the school
- Partners, working to support families alongside schools have clarity regarding the early help offer of schools; supporting effective multi-agency working
- They are up-to-date with and part of local and national approaches to the delivery of early help support for more vulnerable families
- They have evidence of their commitment to the personal development and wellbeing strand of the Ofsted Framework

The ultimate goal is to ensure all children, young people and families receive the right support, at the right time reducing the need for referral to statutory services.

How this guide works

This guide has four sections:

Section	Content	Purpose	Page Number
1	What is Early Help? What Early Help means Early Help in Leicester The role of Schools	To enable schools to understand what early help means and the role of schools in the delivery of it.	3
2	Schools Commitments A set of 4 Early Help commitments , together with advice and information on implementation	To provide clarity regarding the activities Schools should undertake to ensure they are up-to-date and engaged with the early help agenda.	5
3	Early Help in Schools A list of example early help activities undertaken within schools and how the impact of these can be measured	To provide a starting point for individual schools to define and evidence the impact of their Early Help offer	7
4	Early Help Commitments Audit Tool Audit tool and Action Plan	To enable schools to understand actions required to implement the Early Help Commitments	12

1. What is Early Help?

Early Help' means providing help for children, young people and families as soon as problems start to emerge or where it is likely that issues will impact negatively on children's outcomes.

Early help...

- Is for children of all ages and not just the very young,
- Can be very effective in supporting a child, young person and/or their family to step down from statutory services as well as preventing the escalation of issues.
- Is important because there is clear evidence that it results in better outcomes for children.

LCC recognise that Early help is a term that describes much of the everyday work of schools.

Early Help in Leicester

The vision of all partner organisations working with children and families in Leicester is to improve children's lives by working in partnership to raise aspirations, build achievement and protect the most vulnerable.

This is based on the belief that:

- Children, young people and families develop resilience if there are protective factors in place such as: a positive relationship with an adult; good literacy and communication skills; good school attendance; and, parents in or actively seeking/ready for work
- Children's needs are best met when help is offered in a universal setting within a socially mixed group and early on when problems start to emerge
- Children and young people's needs are best met when addressed in the context of the whole family, meaning that parents/carers/siblings' needs are addressed with consent as part of a holistic and integrated Early Help response

Early help services should **support** and **strengthen** families so that they can **thrive**.

The Role of Schools

Day to Day Support

Most families, most of the time, can get on with their lives quite happily with little or no outside help. If they need help it is usually provided by universal services, such as schools.

Focused Pastoral Support

All families can have times, however, when difficulties arise and they either may not recognise it or may not know how to start putting things right. Schools play a role in supporting families to address these difficulties through more focused pastoral support, which might include bringing in support via an external agency.

Early Help Assessment

For those children and families whose needs and circumstances make them more vulnerable, or where schools need the support of other agencies to meet the needs of the family, a co-ordinated multi-agency approach is usually best. In Leicester this is achieved through undertaking an Early Help Assessment and assigning a Lead Practitioner to work closely with the family to ensure they receive the support they require. Schools should be a key partner in any multi-agency work to support families

2. School Commitments to the Early Help Offer

The following four commitments are the core elements to your school's Early Help Offer.

By signing up to and implementing these commitments your school can ensure:

- Pupils, parent/carers and staff are clear on the Early Help support available through the school
- Clarity for partners, supporting improved multi-agency working
- Delivery approaches of early help support for more vulnerable families is up to date with local offers
- Helps evidence commitment to the personal development and wellbeing strand of the Ofsted Framework

1. The Designated Safeguarding Lead (a key decision maker) is responsible for Early Help as part of their safeguarding role.

What	Who	Advice/Ideas for Implementation	Measurable Outcomes
The Designated Safeguarding Lead (DSL) should have responsibility for Early Help as part of their understanding regarding the appropriate response to concerns about a child.	This could be your <ul style="list-style-type: none"> • Head • Deputy • Assistant • SENCO • Senior Leadership Team 	<p>DSLs to familiarise themselves with their schools early help offer</p> <p>DSLs to ensure they are familiar with the LLR Thresholds and Pathways Document.</p> <p>DSLs to ensure they are familiar with the referral SC Referral Process/EHA Referral Process and Early Help Hub arrangements.</p> <p>As appropriate DSLs to receive Early help Assessment (EHA) guidance or access bespoke support to improve the improve understanding of:</p> <p>The EHA aims and principles.</p> <ul style="list-style-type: none"> • The lead practitioner's role. • The team around the family meeting. 	<p>DSLs have attended the briefing and training</p> <p>DSLs can confidently articulate their School's Early Help offer</p> <p>DSLs are able to ensure the school can lead EHA's and team around the family meetings.</p> <p>DSLs understand the LLR thresholds and pathways document.</p> <p>DSLs are clear on how referrals for social care and Early Help are made and understand the function of the EH Hub in this process.</p>
The Head is our DSL lead with the Deputy Head and Senior Assistant Head who are also DSL trained.			

2. At least one member of staff is trained in the use of LiquidLogic.			
What	Who	Advice/Ideas for Implementation	Measurable Outcome
<p>The LiquidLogic Early Help Module (LLEHM) is an electronic case recording system for Early Help Assessments.</p> <p>Attending the training will enable partners to access the LLEHM on a read-only basis, which will enable them to:</p> <ul style="list-style-type: none"> • See if pupils within their school have previously received are currently receiving support via Leicester City Council's Children Centres and Family Support Service • Track EHA requests and outcomes of cases that have been to the Partnership Hub 	<p>This could be your:</p> <ul style="list-style-type: none"> • DSLs • Pastoral Support • Family Link/Support Worker • Behaviour Mentor 	<p>Appropriate school staff to receive 1.1 Liquid Logic Early Help Module read only training</p>	<p>Relevant staff have attended the Liquid Logic Early Help modules read only training.</p> <p>Individual login received and working.</p>
Two members of school staff are trained in the use of Liquidlogic.			

3. The school has a defined and published Early Help Offer.	
Setting out your early help offer can improve how partners work with you to make sure support offered to families begins at the earliest opportunity and in the best way possible.	
<p>Step One - define your offer</p> <p>Use the list below to help you define your Early Help Offer i.e. what your school does to prevent problems from escalating.</p>	<p>Step two – publish your offer</p> <p>Published on: 19th September 2018</p>

4. Students, Parents,/Carers and Staff know how to access Early Help support within school		
Students, parents/carers and staff should have an awareness of the schools Early Help offer and know how to access Early Help support within the school.		
Awareness raising routes, and key staff who are likely to be involved might include:		
Group	Suggested awareness raising routes	Key staff that will need an awareness in order to support this group
Children and Young People	<ul style="list-style-type: none"> • Assemblies • Theme weeks/days • Display information on school notice boards 	<p>Any trusted adult within the school environment e.g.</p> <ul style="list-style-type: none"> • Class teacher • Behaviour mentor • Nurture leader • Lunch supervisor • Teaching assistant • Educational Psychologist • Other agency support worker • Office staff • School nurse

Parents / Carers	<ul style="list-style-type: none"> • Include information in newsletters • Display information on school notice boards • Have copies of this leaflet available for parents 	<p>Any trusted adult in school e.g.</p> <ul style="list-style-type: none"> • Class teacher • Behaviour mentor • Nurture leader • Lunch supervisor • Teaching assistant • Educational Psychologist • Other agency support worker • Office staff • School nurse
Staff	<ul style="list-style-type: none"> • Include as standing item in staff meetings • Include in staff briefings • Share this leaflet with staff • Through safeguarding training 	<ul style="list-style-type: none"> • Designated Safeguarding Lead • Family support / link worker • SENCo • Pastoral support worker

3. Early Help in Schools

Use this list to:

- Define your schools early help offer – feel free to add your own provision – the list is not exhaustive.
- Identify data sources from which you can evidence the impact for Personal Development, Behaviour and Welfare Support services which have an impact on improving outcomes for students and their families.

Make sure the list is signed off and dated and a review date agreed

Inspiration guide for opportunities gives some support ideas and materials to inspire you and the team around the Early Help offer in your school.

Attendance

Primary Offer

- 100% attendance rewards
- Attendance data monitored by assigned staff
- Lates, detentions and letters home treated as a measure of disadvantage
- Letter home at 95% attendance (school's internal target for the year is 97%)
- EWO (Educational Welfare Officers) who attend relevant meetings
- Family liaison officer
- **First day calling**
- Home visits
- Meet and greet sessions with vulnerable pupils
- **Monitoring groups in high mobility or absence requests**
- Reward charts for good attendance and on time
- School nurse (where there's a medical condition)
- Truancy calls
- Wrap around care breakfast and after school clubs (Breakfast Club provided by the school, most after school provision from external providers)

Transition

Primary Offer

- Extra visits / induction for vulnerable students
- EYST (Early Years Support Team)
- Health visitors / school nurse
- **Induction Day**
- SALT (Speech and language therapists)
- Support online application for parents
- **Transition programme with designated link teacher**
- Visits for prospective families
- Work with key partners

SEMH

Primary Offer

- Charity links such as Barnados, NSPCC, Rainbow's Hospice, McMillan Coffee Morning, Action Homeless, Children in Need, Comic Relief, Operation Christmas Child etc...
- Bereavement counselling / groups (external provision sought through the LA)
- **CAMHS (Children, Adolescent Mental Health Service)**
- Drawing and Talking Therapy
- Educational Psychologist
- Emotions in Motion
- Laura centre
- Lego therapy
- **Mentors and Nurture groups**
- Pastoral Support Programme
- Play Therapy
- Staff training in attachment
- SLT and other staff training in Nurture
- Virtual school team

Staying Safe

Primary Offer

- 'Bikeability'
- Sustrans Travel
- Relevant policies and procedures eg Data Protection (compliant with GDPR)
- Advice point and Early help response
- Anti-bullying champion and award
- **Assemblies**
- Care plans
- DAS (Duty And advice Service)
- E-safety
- Home visits
- Link Police Community Support Officer
- **Parent workshops**
- PEP/LAC meetings
- PHSE (Personal Health Social Education)
- **Prefect system with Head Girl and Head Boy**
- Staff trained in Prevent, FGM (Female Genital Mutilation), Forced marriages
- School nurse Drop in's
- Tracking of incidents e.g. CPOMS
- Whole school safeguarding training

Measurable outcomes across Key Stages

- Anti-bullying award achieved leading to a greater awareness of bullying within the community and a zero tolerance approach to bullying incidents
- Increase in turn-over of families accessing Social Services/Family Support Worker
- Welfare and neglect issues on Social Services caseload is reduced
- All parents have signed and are adhering to the AUP (Acceptable User Policy) via the AUA (Acceptable User Agreement)
- Quality displays evidence pupils new learning
- An increasing percentage of parental engagement
- An up-to-date rolling programme of CPD (Continued Professional Development) in relation to Safeguarding / Training for all staff (2 years – DSLs and 3 years – all staff)
- Up-to-date Child Protection training – whole school annually (updates)

Supporting Families

Primary Offer

- Bereavement counselling / groups (external provision sought through the LA)
- **Curriculum evenings**
- Support for form completion inc. financial support and housing
- Home visits
- **Parents evenings**
- Pastoral support
- SENCo
- SENDIASS (Special Educational Needs and Disabilities Information Advice Support Service)
- Signposting to external agencies and training
- **Workshops**

Measurable outcomes across Key Stages

- Pupil learning data shows improvement
- Uptake of support services increases
- Reduction in number of DNAs (Did Not Attend) to appointment
- An increasing percentage of parental engagement

The local community

Primary Offer

- Community events – Summer Fair, Christmas Carol Concert etc...
- Complementary Schools – alternative provision (e.g.PRU etc...)
- Governors
- Adult Learning e.g. ESOL, Keeping up with the Children - Maths and English, Feed your Family For Less Than A Fiver, Family Health and First Aid
- **Community Links such as Fire, PCSO and businesses**
- Religious groups
- **Supporting a range of charities**

Measurable outcomes across Key Stages

- Families have a better understanding of the wider community
- Reduction in the percentage of Anti-Social Behaviour incidents
- Reduction in PCSO call outs

The Curriculum

Primary Offer

- 1:1 / group work
- **Assemblies**
- Booster classes
- British Values curriculum
- PHSE curriculum
- No Outsiders curriculum
- Inter-school sporting events
- Subsidised school trips / visits
- **Themed mornings / days / weeks**

Measurable outcomes across Key Stages

- % of children attending a school club
- Pupil learning data shows improvement

Signed and agreed by

Head Teacher: <i>D. Zander</i> Date: 25/3/19	Chair of Governors: Date: <i>[Signature]</i> 25/03/19
SENCo: <i>N. Johnson</i> Date: 18.3.19.	Designated Safeguarding Lead: Date: <i>D. Zander</i> 25/3/19
Date Completed: 18 th March 2019	Review Date: 18 th March 2020