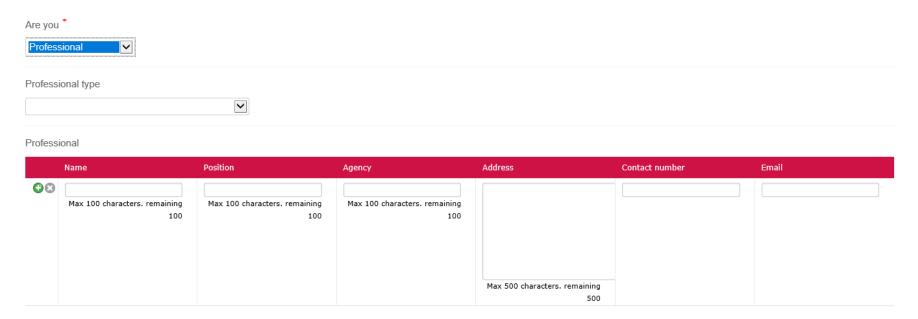
Essex County Council, Children and Families Hub

How to complete a good Request for Support form: A guide for professionals

Step 1: Fill in your own details

Select that you are a professional in the first drop-down box, then choose your type of profession in the second drop-down box. If your type of profession or service is not available, select 'other'.

Fill out your name, position, agency, address, contact number and email address. You should always complete all the fields in the form and add any extra information where necessary.



Step 2: Provide details of involved agencies

Provide the details of all the agencies already involved with the child, children or young person. This includes schools, general practitioners and community-based agencies. Make sure you include the name and phone number of your main contact at each agency.



Step 3: Let us know if you have consent from the family or young person

We need to know if the parent(s), carer(s) or young person (16+) has given consent to you sharing their information with us.

If you choose 'yes', you will need to provide details of who gave consent and whether this was written or verbal consent.

If you choose 'no', you will need to give a reason as to why you don't have consent to share information. If your reason is that there is risk of significant harm, you will be able to continue with the request for support. If there is no risk of significant harm, you will need to gain consent before you can complete the rest of the form.

If you have already called us to tell us about an urgent referral, please select 'written confirmation of verbal safeguarding referral'.

Request for Support - Consent and information sharing

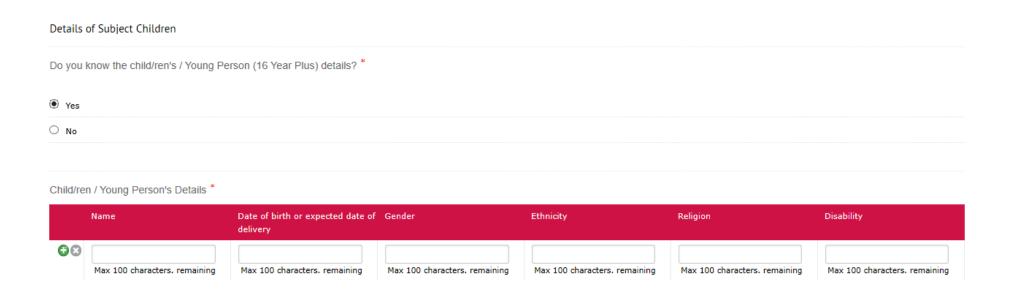
Do the parent(s)/ carer(s) / Young Person (16 Years Plus) give consent to sharing of information?
○ Yes
○ No
Are the child(ren)/ young person(s) aware?
○ Yes
○ No
Are the parent(s)/ carer(s) aware?
O Yes
O No
Have the parent(s)/ carer(s) specified that this information should not be shared with a particular person/ agency?
O Yes
○ No
Previous Next

Step 4: Fill out the child or young person's details

Next, you will be asked to fill out identifying information for the child or young person (16+). This part is very important, even if you don't know much about them. Any information you provide could help social care identify the child and ensure they get the help they need.

If you have their details, select 'yes' then fill out all the fields you can. These include name, date of birth, gender, ethnicity, religion and any disabilities.

If you do not know the child's details, select 'no'. You should still provide as much identifying information as possible, even if you do not know for sure. You could include a physical description, age estimate, ethnicity, estimated home location or home address, school and a description of their parents or family members. Please also provide as much information as possible about family members or people they may live with. Contact telephone numbers are particularly helpful as it means we can make contact with the parents quickly in order to discuss the concerns.



	Name	Date of birth or expected date of delivery	Gender	Parental Responsibility	Ethnicity	Religion	Relationship to child / young person
90							
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er siç	-		ning 100	Parental Responsibility	Ethnicity	Religion	Relationship to child / young person
er si	gnificant people not living	in the household Date of birth or expected	_		_		Relationship to child /

Step 5: Provide details of the community-based services you have explored

We need to know which community-based services you have explored for the child or young person.

Children and families with level 2 needs require some additional support or early help, and these can often be provided by community-based services. By exploring these services, you can prevent the need for a higher-level intervention.

To find community-based services for children and young people with level 2 needs, visit the <u>directory of services</u> on our website.

If you are unsure if community-based services are appropriate, please call the Children and Families Hub for a consultation on 0345 603 7627 before you complete your request for support or look through the indicators of need in the Effective Support for Children and Families in Essex guidance.

In this section, answer 'yes'; if you have explored community-based services and provide the name of the service, the name of your contact and a contact number of each service.

Answer 'no' if you have not explored community-based services and explain why you have not done so.

Have you explored the support that could be provided by community based services? *			
Yes			
O No			
Please detail community based services explored *			
Max 3000 characters, remaining 3000			

Step 6: Provide details of whether you have considered or completed an Early Help plan or Team Around the Family meeting

Early Help plans and Team Around the Family meetings are suitable for children with level 2 needs. Wherever appropriate you should consider these before you complete a request for support form. Visit the Early Help section on the Essex Effective Support website or email TAFSO@essex.gov.uk for further advice and support.

In this section, you should tell us if you have considered or completed either of these options.

If you have considered or completed an Early Help Plan or a Team Around the Family meeting, select 'Yes'. Provide details of the actions decided in the plan or meeting and the resulting outcome.

If you haven't considered or completed either of these, select 'no' and explain your reasons why.

Have you considered or completed an Early Help Plan/holding a Team Around the Family meeting? *

Yes
 No

Please detail Team Around the Family members, main actions *

Max 3000 characters, remaining 3000

Step 7: What are your concerns for the child or young person and their family?

Provide as much detail as possible about the concerns you have identified and the impact on the child and family. Be as factual as possible and be clear which child or family member each of your concerns relates to.

For example, if you are concerned about poor living conditions, you should give specific examples and as much detail as you can.

As well as answering the prompts in the form, you should also state:

- any support that has been provided to the family by yourself, other family members or professionals
- what you think could happen if the concerns are not addressed
- what the child or young person and their family thinks about your concerns.

What are you worried about?

What is the history/sequence of events that led up to your request? What further document(s) or agency chronology could you submit or would like to be contacted about?

Is there actual harm? What action is causing the harm? What is the factual information and evidence base specific to your concern; What are the future risks for this child(ren)/family should this concern not be addressed? What are the complicating factors for this child(ren) and/or family that makes the concern more difficult to deal with? What the views of the child/ren young person/ or their family?

Max 3000 characters, remaining 3000

Step 8: What is going well for the family and what resources or services are already in place?

This section helps us understand where the family is doing well and what services they already receive. Please provide as much detail as possible.

As well as answering the prompts in the form, you should consider the child or young person and family's:

- presentation
- health
- education attainment and attendance
- level of engagement by parent
- what family, friend or community support is available to them that could help alleviate concerns
- the views of the child or young person and family on what is going well in their lives.

Max 3000 characters, remaining 3000

You should always be able to identify something that is going well for the child or young person and their family.

٧	What is going well for this family and what resources/services are already in place?				
V	that is going well? Who is providing support to the family, (family, friends,	professionals) and what does this support look like? What are the views of the child/ren, young person and/or their family?			
L		J			

Step 9: What needs to change to make things better or safer for the child(ren) or young person(s)?

We value your professional opinion on what could make things better or safer for the child(ren) or young person(s).

In this section you should consider:

- what changes you think the child(ren) or young person(s) and their family need
- what support would help decrease your concerns
- what the child(ren) or young person(s) and their family think needs to change
- what support the child(ren) or young person(s) and their family think they need

What needs to change, to make things better / safer for this child/ren?			
How can professionals working with the family, extended family members, and the wider community support change? What do the family think would support them to reduce these concerns and what are they most worried about? What do you think would help to reduce the concerns and risk to this family/child/ren, young person? When concerns have been identified how can Children and Families support the family to embed change?			
May 3000 characters, remaining 3000			

Step 10: Are there any safety hazards or issues to be aware of?

We need to know of any safety hazards or issues that may cause harm to the child(ren) or young person(s) and their family.

Answer 'yes' if you are aware of any hazards and provide as much detail as possible. Example could include a specific person in the household who may be aggressive to professionals or aggressive pets.

Answer 'no' if you are not aware of any safety hazards.

Are there any cafety issues / hazards to be aware of?

And there any salety issues / hazards to be aware or:	
Yes	
O No	
O Unknown	
Please specify	
Max 1000 characters, remaining 1000	

Step 11: Request an email confirmation and submit your request for support

You can choose to receive an email confirmation that your request for support has been submitted.

If you want an email confirmation, select 'yes' and provide your email address.

If you do not want an email confirmation, select 'no'.

Select 'finish' and you will see a summary of your request for support. Review the information and make sure it is as accurate and detailed as possible.

Select 'complete' to submit your request for support. You will then be able to save or print the request for support. We recommend saving or printing your own copy for your records.

Would you like an email confirmation that your request for support has been received?	
○ Yes	
● No	