

# **SEND Process' at a glance**

## Early Notification

### What is it?

Early Notification is a process for health colleagues to inform the local authority that a child under compulsory school age has (or probably has) special educational needs. It does not replace Early Help, it is a step before Early Help.

It notifies the local authority, there is not necessarily any further action at this point.

### Who is it for?

A child on your caseload that may have a special educational need because they may have an early diagnosis of a congenital condition associated with special needs or they are presenting with early global developmental delay.

### What do I have to do?

Verbal parental consent needed. For health staff in NCIC there is an electronic template on RiO to complete.

This is found in the editable letters section on RiO. Once completed it needs to be emailed to the SEND team in your area (details on the form itself).

Guidance for completion is available on Sharepoint or through your Team/Clinical Leads.

## Early Help (SEND)

### What is it?

Early Help is the response made when a professional identifies unmet needs with a child or family and works with other agencies to meet those needs.

### Who is it for?

Children whose needs are not being met by a single agency. Starting a SEND Early Help brings together the involvement of other professionals in health and from partner agencies such as Early Years Area SENCO when they are requested (Team Around the Child/Family).

### What do I have to do?

At this level of need an Early Help Assessment – signs of wellbeing and success (EHA) should be completed with the child and family to identify what is working well, what the worries are and what wellbeing and success would look like. A clear plan will be developed by the agencies with the family that is SMART and focused on what success will look like for the child.

Completion of an EHA is part of a continuing process to assess and meet the needs of children and young people. It is not a one-off application form for additional support. It is a record of a continuing process.

**SEND in the Early Help Process : Cumbria County Council**  
**([cumbriasafeguardingchildren.co.uk](http://cumbriasafeguardingchildren.co.uk))**

# Education Health & Care Plan

## What is it?

An education, health and care (EHC) plan is a legal document for children and young people aged up to 25 who need more support than is usually available in a setting or school. EHC plans identify educational, health and social needs and set out the additional support to meet those needs.

An EHC plan can only be issued after a child or young person has gone through the process of an Education, Health and Care needs assessment.

## Who is it for?

It is for a child or young person where, despite the setting and professionals involved having taken relevant and purposeful action to identify, assess and meet the special educational needs of the child, the child has not made expected progress, the setting and professionals involved should consider requesting an Education, Health and Care needs assessment.

The child or young person:

- Has or may have severe or complex long term needs that affect their everyday life; and/or
- Requires or may require provision and resources that are not normally available within a mainstream educational setting; and/or
- Requires or may require intensive help and support from more than one agency; and/or
- Despite relevant and purposeful levels of support being provided by their educational establishment, they are making limited or no progress.

## What do I have to do?

Follow the Early Help process, bring in other professionals as necessary e.g. Early Years Team, Educational Psychologist, other health colleagues, the child's setting. If the team around the child (TAC) believe the child is not making expected progress despite interventions, then a request to the local authority for an EHC needs assessment can be made through the Early Help paperwork.

**Considering whether to make a statutory assessment |  
Cumbria's Family Information Directory**