

Early Help Assessment and Plan (EHAP) - 'Top Tips'

"Dates are important as they help to monitor progress"

- 'Date that the **assessment started**'
- 'Date that the family agreed with the **completed plan**'
- Reviews – review **number** / date of **previous review**

"Has a **Lead Person** been indicated?"

"Have the **Assessor's** details been completed?"

...you might need to ask about siblings, step-parents etc...

"Have **all** the family members' details been **completed in full**?"

i.e. full name, date of birth and address

*The expectation is that all boxes/columns are completed.

"Have you included the **family's comments** on the assessment and plan (child(ren) and parents/carers)?"

...this is in addition to the information obtained for the assessment...

South Gloucestershire Council
Early Help Assessment and Plan (EHAP)

Date that the assessment started: [Click here to enter date](#)
Date that the family agreed with the completed plan: [Click here to enter date](#)

1. Family Details
Details of all subject children - please include all the children in the family:

Name	Address	DOB/EDD	Gender (leave blank if prefer not to say)	Ethnicity	Religion
		Click here to enter a date.	Choose an item.	Choose an item.	Choose an item.
		Click here to enter a date.	Choose an item.	Choose an item.	Choose an item.
		Click here to enter a date.	Choose an item.	Choose an item.	Choose an item.
		Click here to enter a date.	Choose an item.	Choose an item.	Choose an item.

Details of all parents/carers/guardians in the family - please include all the adults/carers/guardians:

Name	R'thip to the child/ren	PR (parental responsibility)?	Address	Gender (leave blank if prefer not to say)	Ethnicity	Religion	Contact Details (email/contact number)
				Choose an item	Choose an item	Choose an item	
				Choose an item	Choose an item	Choose an item	
				Choose an item	Choose an item	Choose an item	
				Choose an item	Choose an item	Choose an item	

Communication needs (including language) regarding any of the people (including adults and pre/non-verbal children) to be included in this assessment:

'Information for the assessment – helpful hints'

- **Subheadings** help organise the information, i.e. Mr Simpson's views.
- '**What has led to this assessment?**' – this is just a paragraph or summary (the worries are listed under the worries!)

"Consent and Signatures Section – the most important page of the EHAP!"

- Consent is **needed** if the EHAP is going to be **shared** with partner agencies.
- A digital signature is fine, i.e. B. Simpson (as long as the first drop down question is answered 'yes')



...remember, an **empty box** is unhelpful, please write **something** to show that this question/section has been **acknowledged**...

