

THE EARLY HELP ASSESSMENT AND PLAN (EHAP) PROCESS (AN OVERVIEW)

Talk with the family about the EHAP and how it can help. When the family has given consent, gather initial assessment information from the family and talk about who should be the Lead Professional.

The Lead Professional will arrange a Team Around the Child (TAC)/Team Around the Family (TAF) Meeting with the family and invite any professionals working with them.

At the TAC/TAF, the Lead Professional will gather everyone's views on the family's strengths and worries and add this information to the EHAP. Together, an action plan will be agreed, and a date will be set for the plan to be reviewed. The family's views on the completed EHAP will be gathered.

The Lead Professional or Assessor will send a copy of the signed, completed EHAP to compass@southglos.gov.uk and any requests for help to accessandresponse@southglos.gov.uk

The Lead Professional or Assessor will send a copy of the signed, completed EHAP to the family and to all involved professionals.

The Lead Professional or the Assessor will type the notes from the meeting on the EHAP form and share the EHAP with the family, checking the accuracy of the information and making changes as needed. The family and the Assessor will sign the EHAP.