

# Single Assessment Framework for Early Help

## Closing a SAFeh Guidance

### Principle

The SAFeh is intended to be a time-limited intervention to assess and identify needs at an early stage. It is also a mechanism where families can tell their story once, give consent for it to be shared with relevant parties in the future, and be used to effectively support transition.

### Aims

- To ensure that a SAFeh will be closed when needs have been met or where multi-agency involvement ceases.
- To focus support and resources where they are most effective to meet children's needs.
- To communicate openly with families about what is realistic and achievable.
- To enable practitioners to focus their involvements effectively.
- To enable practitioners to be able to assess when and where interventions are no longer required.

## Guidelines

- The decision to close a SAFeh should be made at the review stage, ideally with the consent of all parties.
- Failure to agree may be referred to the Early Help Partnership Workers ([safehsupport@southglos.gov.uk](mailto:safehsupport@southglos.gov.uk)) to support resolution.
- The Early Help Partnership Workers may also suggest closure after monitoring the review.
- A SAFeh can be re-opened at any time in the future, requiring that the original assessment be updated and the SAFeh process be initiated again, starting with the completion of the consent to share information form.
- Some SAFeh cases may need to be referred to tier 4 services / statutory intervention where there is a lack of progress or an increase of need. The SAFeh forms, including EH action plan and reviews MUST be used to support the referral.
- Some identified needs may still exist, but if they can be met within universal services, or by just two services continuing their involvement, the SAFeh can be closed.
- If the young person/parents/carers withdraw their consent for the SAFeh to continue, then the process should stop. The decision and reasons for this (if given) should be recorded and the Access and Response Team informed. ([accessandresponse@southglos.gov.uk](mailto:accessandresponse@southglos.gov.uk))

## Conclusion

The SAFeh process should be beneficial for all those involved. As soon as it has achieved its purpose, i.e. meeting additional needs, it should be closed. If the SAFeh is not meeting the identified additional needs and does not meet the threshold for social care intervention, the TAC/F should consider closing the SAFeh, even though in reality this can be a difficult decision to make.

Practitioners should continue to work with the family (if this is what the family agree to) and the decision to close the SAFeh be kept under review. If it is felt appropriate to re-open the SAFeh, then consent must be re-obtained from the young person, parents/carers.