

# Single Assessment Framework for Early Help Frequently Asked Questions

## What should I do with a SAFeh form when it has been completed and signed?

The SAFeh assessor should ensure that the parent/carer/young person has identified the agencies/professionals they consent to share the SAFeh with, by completing the Information Sharing consent form. Copies of the SAFeh form should then be given/sent securely to the Access and Response Team (ART), the family and all workers involved.

The postal address is:

### **The Access and Response team**

PO Box 298

South Gloucestershire Council

Civic Centre, High Street, Kingswood South Gloucestershire

BS15 0DQ

Tel: 01454 866000

Email: [accessandresponse@southglos.gov.uk](mailto:accessandresponse@southglos.gov.uk)

## **What is the safest way to send a SAFeh form?**

If sending forms via email, they should only be sent using secure systems, for example, secure email. ART can send you a secure e.mail link if requested.

If sending forms via post, recorded delivery should be used, unless they can be sent securely via internal email e.g. school post bag.

If sending via fax, then the sender should ensure that the recipient is ready to receive the fax personally and that they telephone the sender upon receipt of the fax.

Copies of the forms can also be delivered by hand.

## **What if a parent/carer refuses to engage with the SAFeh process?**

As SAFeh is a voluntary process, if the parent/carer refuses to engage then their wishes have to be respected, but the decision and reasons (if given) need to be recorded. The thresholds document can be used in order to identify concerns and risks, and to assist in formulating an action plan. Any requests for help, for example, to drug and alcohol services or preventative services, can still be made as long as the young person, parent/carer give their consent. If a refusal to engage with the SAFeh process triggers safeguarding concerns, then the necessary discussions /referral must be had with the parents/carers and ART.

## **What if a young person gives consent for a SAFeh, but the parents/carers refuse?**

Best practice stipulates that consent from the parents/carers and the young person should be obtained if the young person is aged between 12 and 16. However, if the young person is between the ages of 12 and 16 and is judged to be mentally and emotionally capable of understanding what the SAFeh process will mean for them, then their consent can be obtained and the process undertaken even if their parents/carers refuse to engage. The assessor should bear in mind though, that the SAFeh has the potential to be very one sided and that the assessment will not be as complete if the parents/carers views are not taken into account.

Over the age of 16, a young person has the legal right to consent to the process without the need for parental/carer involvement, but if all parties are happy to engage this will ensure the assessment will be more effective and holistic.

## **Do I need consent to complete the pre-assessment checklist?**

No. The pre-assessment checklist is a tool to be used to help a practitioner decide if a SAFeh is necessary. Consent will only be required if the completed checklist is to be shared with a different agency. The checklist does not need to be submitted or shared with anyone else.

## **When should I consider a family SAFeh process?**

Where there is more than one child in a family. It should be used if either each child has different additional needs or the family circumstances indicate that each child's needs should be assessed.

## **How can the SAFeh process be used for a family?**

The needs of each child will need to be assessed, necessitating contact being made with all the practitioners that work with each child. Information should be recorded on one assessment form and needs listed under the name of each child, with family details common to each being written jointly. If a TAC/F is needed all practitioners should be called together. The action plan should then consider the needs of all of the children. SAFeh support can be accessed for more information on how to complete the SAFeh form for multiple children, [safehsupport@southglos.gov.uk](mailto:safehsupport@southglos.gov.uk)

## **When is the most appropriate time to hold a TAC/F meeting?**

This is very much dependant on the SAFeh. It may be appropriate to hold a TAC/F meeting in order to carry out the assessment; or the action planning stage; or wait until review; or at all 3 stages. If the SAFeh is running smoothly and the family and any agencies involved are happy with progress, then it may not be necessary to hold a TAC/F meeting at all. A TAC/F meeting can also be used if progress is slower than anticipated, if there is no progress at all or if the situation for the family deteriorates.

## **Should the assessment be completed with the child, young person, parents/carers together?**

In order for individuals to feel that they can speak freely, it may be necessary for the SAFeh to be completed over a number of meetings, with family members together and separately. It is important to remember however, that information recorded on the form will be read by all involved with the SAFeh, so individuals should express an understanding of this and make clear if there is anything they do not wish to be recorded on the form.

## **Can a young person or parent/carer request that information not be shared within the context of the SAFeh?**

This type of request is possible, although the individual should understand that as the SAFeh is a holistic assessment, any information omitted may not enable a full understanding of the situation and therefore will not fully inform the action planning process. However, all requests for information to not be shared have to be respected and recorded separately. If by a refusal for information to be shared either with a parent or other professionals, there are concerns about a child's, young person's or adult's safety then information sharing and safeguarding protocols must be followed as normal. For further guidance please use this link: [Information Sharing / South Gloucestershire Safeguarding](#).