

# Single Assessment Framework for Early Help

## Review guidance

### Principle

When offering any service to a client it is important to review how effective the intervention has been. When working in an integrated way with other professionals it is crucial that the action plan being delivered is reviewed regularly. This will ensure that the most pressing needs of the child, young person and family are recognised and supported; it will also support organisations to plan their delivery effectively.

### Aims

- To regularly review the SAFeh to take account of any changes in circumstances and update accordingly.
- To review whether all parties identified in the action plan have carried out their agreed actions.
- To review whether the action plan is meeting the identified needs.
- To ensure that a SAFeh is a short term intervention that is able to meet some or all of the identified needs.
- To enable all transitions to be planned for, with all the relevant agencies involved with the family.

## Guidelines

The Lead Professional is responsible for managing and organising the review process.

- The Lead Professional should collect information from everyone identified in the action plan, either by individual contacts (phone, email, letter and reports) or through a Team around the Child /Family (TAC/F) meeting, to include the child, young person and parents or carers as well as relevant practitioners.
- Best Practice requires that a review should be carried out approximately 6 weeks following the first action plan and then at 3 monthly intervals until the SAFeh is closed. The next review date should be agreed at each stage in advance.
- However, the review process is designed to be flexible, so that reviews are carried out as appropriate in relation to each individual SAFeh. For example, if the SAFeh is complex, with many needs being identified, it may be necessary for reviews to happen more frequently than at 3 monthly intervals. Conversely if the CAF is less intensive then reviews may be needed less often.
- Each review should begin by considering whether the original SAFeh assessment continues to be accurate.
- The review should ensure that the role of Lead Professional continues to be held by the most appropriate person.
- The review should consider whether the identified needs have been met sufficiently to close the SAFeh and the child / young person be supported by universal services.
- The review should consider whether the action plan needs to be updated.
- The review should consider whether the needs have escalated to the point where an alternative process is required to be

activated i.e. Education Health and Care needs assessment (EHCP) Child Protection procedures (swcpp.org.uk), legal procedures for absence from school, and youth offending procedures

- Where action plans have become stagnant, needs are deteriorating or where there is disagreement between parties the Lead Professional can refer the review to the Multi-Agency Cluster groups or the Early Help Partnership Workers for advice (safehsupport@southglos.gov.uk) or consider whether further professional support may be appropriate.
- Copies of the review paperwork should be circulated to all practitioners involved with the family for their information, and copies given to the family for them to sign and comment on the process. Signed copies need to be kept on file by the Lead professional.
- Copies of the review and any comments or feedback should also be submitted to the Access and Response Team.

## Conclusion

Reviews are an integral part of the SAFeh process, as regular evaluation of interventions will ensure that needs are being met or alternative courses of action need to be put in place.