



East Riding Early Years Support Process

Eligibility - A child's (0-5 yrs) disability, educational or health need is identified, along with the need for support from a specialist service.



Early Years Support Needs identified – Parent with support from a professional to complete a request for service form.
This can be completed online via the local offer website www.eastridinglocaloffer.org.uk, (search Years Early Support). Or by requesting a paper copy from Early Years Support.



Making a request for Early Years Support –Copies of assessments such as the Early Help family assessment (EHA), social care assessment, 2 year progress check, EYFS stages, any medical reports / clinical letters etc should accompany the request for service. These need to be sent in a secure and confidential way to:
Early Years Support Coordinator, Room BF75, County Hall, Cross Street, Beverley, HU17 9BA,
esp@eastriding.gcsx.gov.uk



Early Years Support Team - is a group of professionals across Health, Education and Care services who meet fortnightly to discuss requests for Early Years Support.



Child does not meet criteria for Early Years Support
Signpost to universal services. Identify lead professional.
Ongoing support needs maybe addressed through completing an EHA. (Child can be referred back to Early Years Support if needs change.)



Support required from one or more specialist service.
The need for next steps discussion will be agreed.
A person will be identified at the Early Years Support team meeting to facilitate and coordinate the discussion with parents and the person who made the request.



Next steps discussion – this is an initial date set between parents and the person who made the request for Early Years Support. The discussion enables parents to discuss any concerns they may have, ask any questions about the services recommended at the team meeting and plan the next steps together.
This discussion is small and informal and not all of the services recommended to support the family will be invited. With parental consent any notes made will be shared with the services that are to become involved with the family.
A lead professional will be identified during the discussion. The lead professional will act as a single point of contact and will liaise with the family, Early Years Support and other services providing support.
Whether an EHA is required could be discussed.



Early Years Support Family Meetings - Following the initial next steps discussion, further family meetings will be arranged as and when needed. These will bring all those involved with providing support to the child and the family together to jointly review support given and plan next steps for support which will then be formulated into a family plan.

The family plan is designed to be flexible and reviewed as and when needed – there are no set timescales. Family meetings would need to be arranged to support transition e.g. when a child starts school or an Early Years setting, and where it is agreed that an assessment for an Education, Health and Care Plan is to be requested.

The Lead Professional is responsible for arranging the Family Meetings.



The Lead Professional is responsible for completing the Early Years Support Family Plan which should be agreed with the family, before distributing copies to those services the family would like to share the Plan with.

A copy of the Family Plan with the date, time and venue of the next meeting, should be submitted to the Early Support Coordinator at the above address.

The Lead Professional **must** inform Early Years Support on esp@eastriding.gcsx.gov.uk of the following:

- A proposed change to the Lead Professional
- When a child is due to start an Early Years setting or school
- When a child is due to move out of the authority
- Where it has been agreed that a request for an EHC plan is to be made



Transition into school – at the beginning of the spring term someone from the Early Years Support Team will contact the lead professional to discuss transition into school.

Contact details

Early Years Support Coordinator	Kirsty Chadwick	01482 392227	kirsty.chadwick@eastriding.gov.uk
Early Years Inclusion Coordinator	Ann Yates	01482 392221	ann.yates@eastriding.gov.uk
Early Support Admin	Tracey Pullan	01482 392218	esp@eastriding.gcsx.gov.uk
Early Support Admin	Becki Atkin	01482 392217	esp@eastriding.gcsx.gov.uk
Families Information Service Hub (FISH)		01482 396469	fish@eastriding.gov.uk
Early Help and Safeguarding Hub (EHaSH)		01482 393339	