

# Essex County Council, Children and Families Hub

## How to complete a good Request for Support form: A guide for professionals

### Step 1: Fill in your own details

Select that you are a professional in the first drop-down box, then choose your type of profession in the second drop-down box. If your type of profession or service is not available, select 'other'.

Fill out your name, position, agency, address, contact number and email address. You should always complete all the fields in the form and add any extra information where necessary.

Are you \*

Professional type

Professional

Name	Position	Agency	Address	Contact number	Email
<input type="text"/> Max 100 characters. remaining 100	<input type="text"/> Max 100 characters. remaining 100	<input type="text"/> Max 100 characters. remaining 100	<input type="text"/> Max 500 characters. remaining 500	<input type="text"/>	<input type="text"/>

## Step 2: Provide details of involved agencies

Provide the details of all the agencies already involved with the child, children or young person. This includes schools, general practitioners and community-based agencies. Make sure you include the name and phone number of your main contact at each agency.

Agencies involved with the child/ren / young person

Agency	Name	Phone number
<span data-bbox="309 667 353 691">+ x</span> <input data-bbox="376 667 853 703" type="text"/> <span data-bbox="824 671 846 695">▼</span>	<input data-bbox="958 667 1464 699" type="text"/> Max 100 characters. remaining 100	<input data-bbox="1541 667 2047 699" type="text"/> Max 150 characters. remaining 150

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## Step 3: Let us know if you have consent from the family or young person

We need to know if the parent(s), carer(s) or young person (16+) has given consent to you sharing their information with us.

If you choose 'yes', you will need to provide details of who gave consent and whether this was written or verbal consent.

If you choose 'no', you will need to give a reason as to why you don't have consent to share information. If your reason is that there is risk of significant harm, you will be able to continue with the request for support. If there is no risk of significant harm, you will need to gain consent before you can complete the rest of the form.

If you have already called us to tell us about an urgent referral, please select 'written confirmation of verbal safeguarding referral'.

# Request for Support - Consent and information sharing

Do the parent(s)/ carer(s) / Young Person (16 Years Plus) give consent to sharing of information? \*

Yes

No

Are the child(ren)/ young person(s) aware?

Yes

No

Are the parent(s)/ carer(s) aware?

Yes

No

Have the parent(s)/ carer(s) specified that this information should not be shared with a particular person/ agency?

Yes

No

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Family / household members

	Name	Date of birth or expected date of delivery	Gender	Parental Responsibility	Ethnicity	Religion	Relationship to child / young person
 	<input type="text"/> Max 100 characters. remaining 100						

Other significant people not living in the household

	Name	Date of birth or expected date of delivery	Gender	Parental Responsibility	Ethnicity	Religion	Relationship to child / young person
 	<input type="text"/> Max 100 characters. remaining 100						

### Step 5: Provide details of the community-based services you have explored

We need to know which community-based services you have explored for the child or young person.

Children and families with level 2 needs require some additional support or early help, and these can often be provided by community-based services. By exploring these services, you can prevent the need for a higher-level intervention.

To find community-based services for children and young people with level 2 needs, visit the [directory of services](#) on our website.

If you are unsure if community-based services are appropriate, please call the Children and Families Hub for a consultation on 0345 603 7627 before you complete your request for support or look through the indicators of need in the Effective Support for Children and Families in Essex guidance.

In this section, answer 'yes'; if you have explored community-based services and provide the name of the service, the name of your contact and a contact number of each service.

Answer 'no' if you have not explored community-based services and explain why you have not done so.

Have you explored the support that could be provided by community based services? \*

Yes

No

Please detail community based services explored \*

Max 3000 characters. remaining 3000

## Step 6: Provide details of whether you have considered or completed an Early Help plan or Team Around the Family meeting

Early Help plans and Team Around the Family meetings are suitable for children with level 2 needs. Wherever appropriate you should consider these before you complete a request for support form. Visit the [Early Help](#) section on the Essex Effective Support website or email [TAFSO@essex.gov.uk](mailto:TAFSO@essex.gov.uk) for further advice and support.

In this section, you should tell us if you have considered or completed either of these options.

If you have considered or completed an Early Help Plan or a Team Around the Family meeting, select 'Yes'. Provide details of the actions decided in the plan or meeting and the resulting outcome.

If you haven't considered or completed either of these, select 'no' and explain your reasons why.

Have you considered or completed an Early Help Plan/holding a Team Around the Family meeting? \*

Yes

No

Please detail Team Around the Family members, main actions \*

Max 3000 characters. remaining 3000

## Step 7: What are your concerns for the child or young person and their family?

Provide as much detail as possible about the concerns you have identified and the impact on the child and family. Be as factual as possible and be clear which child or family member each of your concerns relates to.

For example, if you are concerned about poor living conditions, you should give specific examples and as much detail as you can.

As well as answering the prompts in the form, you should also state:

- any support that has been provided to the family by yourself, other family members or professionals
- what you think could happen if the concerns are not addressed
- what the child or young person and their family thinks about your concerns.

### What are you worried about?

*What is the history/sequence of events that led up to your request? What further document(s) or agency chronology could you submit or would like to be contacted about?*

*Is there actual harm? What action is causing the harm? What is the factual information and evidence base specific to your concern; What are the future risks for this child(ren)/family should this concern not be addressed? What are the complicating factors for this child(ren) and/or family that makes the concern more difficult to deal with? What the views of the child/ren young person/ or their family?*

Max 3000 characters. remaining 3000

## **Step 8: What is going well for the family and what resources or services are already in place?**

This section helps us understand where the family is doing well and what services they already receive. Please provide as much detail as possible.

As well as answering the prompts in the form, you should consider the child or young person and family's:

- presentation
- health
- education attainment and attendance
- level of engagement by parent
- what family, friend or community support is available to them that could help alleviate concerns
- the views of the child or young person and family on what is going well in their lives.

You should always be able to identify something that is going well for the child or young person and their family.

**What is going well for this family and what resources/services are already in place?**

*What is going well? Who is providing support to the family, (family, friends, professionals) and what does this support look like? What are the views of the child/ren, young person and/or their family?*

Max 3000 characters. remaining 3000

## Step 9: What needs to change to make things better or safer for the child(ren) or young person(s)?

We value your professional opinion on what could make things better or safer for the child(ren) or young person(s).

In this section you should consider:

- what changes you think the child(ren) or young person(s) and their family need
- what support would help decrease your concerns
- what the child(ren) or young person(s) and their family think needs to change
- what support the child(ren) or young person(s) and their family think they need

**What needs to change, to make things better / safer for this child/ren?**

*How can professionals working with the family, extended family members, and the wider community support change? What do the family think would support them to reduce these concerns and what are they most worried about? What do you think would help to reduce the concerns and risk to this family/child/ren, young person? When concerns have been identified how can Children and Families support the family to embed change?*

Max 3000 characters. remaining 3000

## Step 10: Are there any safety hazards or issues to be aware of?

We need to know of any safety hazards or issues that may cause harm to the child(ren) or young person(s) and their family.

Answer 'yes' if you are aware of any hazards and provide as much detail as possible. Example could include a specific person in the household who may be aggressive to professionals or aggressive pets.

Answer 'no' if you are not aware of any safety hazards.

Are there any safety issues / hazards to be aware of?

Yes

No

Unknown

Please specify

Max 1000 characters. remaining 1000

### **Step 11: Request an email confirmation and submit your request for support**

You can choose to receive an email confirmation that your request for support has been submitted.

If you want an email confirmation, select 'yes' and provide your email address.

If you do not want an email confirmation, select 'no'.

Select 'finish' and you will see a summary of your request for support. Review the information and make sure it is as accurate and detailed as possible.

Select 'complete' to submit your request for support. You will then be able to save or print the request for support. We recommend saving or printing your own copy for your records.

Would you like an email confirmation that your request for support has been received?[?](#)

Yes

No