



UNDERSTANDING ASSESSMENT



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UNDERSTANDING ASSESSMENT

- An assessment is a way of gathering information about you and your family in order to make a decision about what help you may need
- There are different assessments depending on the type of need
- The assessment includes looking at what your child can do as well as what your child can't do or needs help with. This gives a balanced and more accurate view of your child
- We will need your permission to conduct the assessment as information may be shared with other agencies on a need to know basis with your agreement unless it is a safeguarding concern

The assessment may involve:

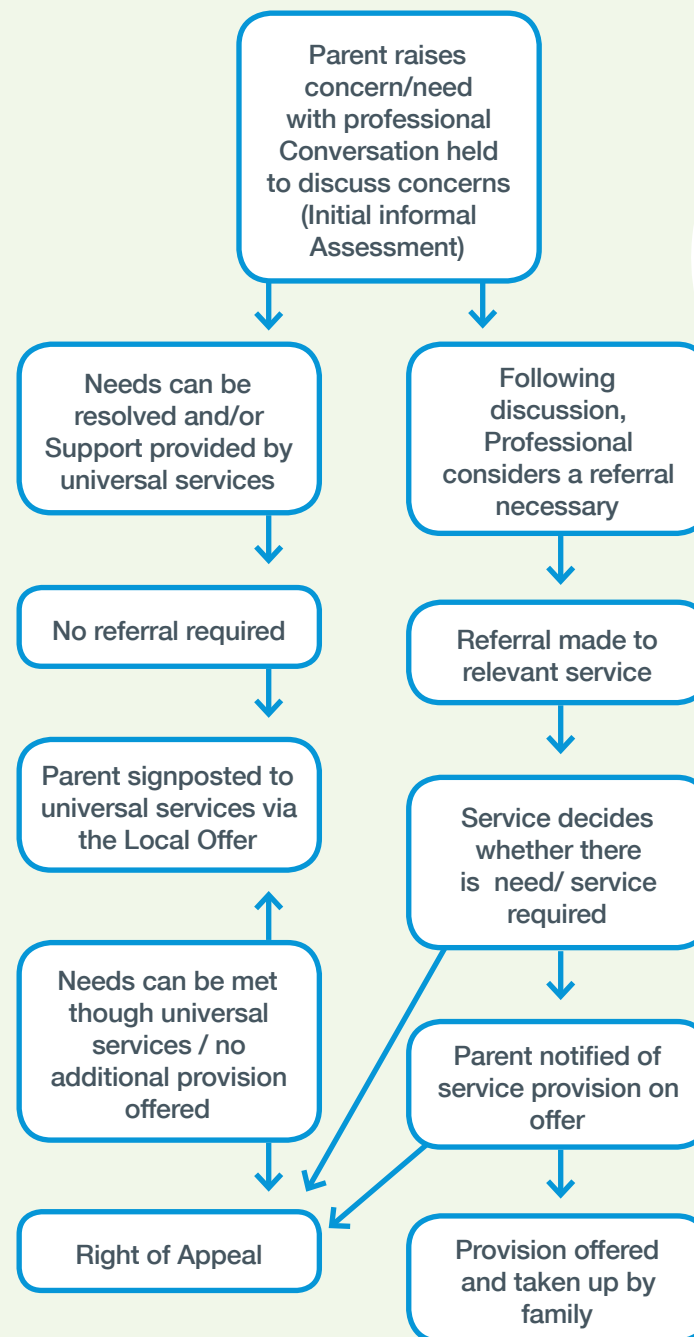
- Asking you and your child if appropriate, questions in order to identify the areas of difficulty and the support you may require
- Talking to other people involved with you and your child
- Observation of your child in different settings or attempting specific tasks
- This is a joint process in which you have an opportunity to share your concerns as the person who knows your child best

- The information will be looked at in order to gain a clearer picture of your child's needs to identify what actions, if any, should follow
- There should be a conversation about the outcome, the assessment should be written down as a record and you should be given a copy
- You should be told what the next steps are including timescales and who you might hear from

It may help you to know that:

- Your child does not need to have a diagnosis to access support
- You may find this emotional, but taking someone along for support may help.
- You do not have to make a decision straightaway. If you need time to reflect, that is OK
- This is a joint discussion; you know your child best and the professional will have specialist knowledge therefore it is important to work together in the best interests of your child
- You will be given an opportunity to comment on the final assessment
- It may take time to gather all the right information but be clear about the likely timescales

HOW WILL MY CHILD BE ASSESSED?



WHAT WILL HAPPEN NEXT?

TOP TIPS

Top tips for contributing to an Assessment:

Be prepared

- Write a list of questions and take them with you
 - You can take someone with you; they can make notes and support you.
 - Take your Health Record for under 5s (Red Book) and any other reports or plans from other professionals such as the EHC plan. Ask the professional to note the meeting and their details in one of these.
 - Try to ensure your child is as prepared as possible
- Remember this is a two way discussion; make sure you get your views across clearly and calmly
 - If you feel frustrated that things are going wrong, keep calm and explain why you feel like this
 - Don't be afraid to ask questions if you don't understand. Keep asking until you do.
 - Ask what happens next and what to expect
 - Be clear about who you have spoken to and their role. Ask for a contact number if you have further questions
 - Take relevant information, e.g. recording clips on your mobile, notes, diary or pictures.

LOCAL OFFER

You can go online to the Local Offer for further information about what services might be available to support you and your child if you think they need additional support. <https://new.enfield.gov.uk/services/children-and-education/local-offer/>



LOCAL ORGANISATIONS

- **Children's Centres**
http://www.enfield.gov.uk/if/homepage/6/childrens_centres
Hubs located at De Bohun
Hazelbury South, Hazelbury North, Eldon and Raynham
- **Citizen's Advice Bureau**
www.enfieldcab.org.uk
03444889626
- **Enfield National Autistic Society**
www.enfieldnas.org.uk
07903 420016
- **Enfield Parents and Children**
www.enfieldparents.org.uk
020 8373 2700
- **Enfield Carer's Centre**
www.enfieldcarers.org
02083663677
- **Find your nearest GP surgery**
<http://www.nhs.uk/Service-Search/GP/LocationSearch/4>
020 3688 2800 (Clinical Commissioning Group at Holbrook House)
- **Health Community Services (Health Visitors, Specialist Services)**
www.beh-nht.nhs.uk
Cedar House
0208 702 3000
- **Healthwatch Enfield**
www.healthwatchenfield.co.uk
020 8373 6283

- **Informed Families**
www.enfield.gov.uk
- **Our Voice Parent Carer Forum**
www.ourvoiceenfield.org.uk
07516 662315

REMEMBER THE MOST IMPORTANT THING IS THAT YOU HAVE TAKEN THE RIGHT STEPS FOR YOUR CHILD

GLOSSARY OF TERMS

- **Assessment** - Considering the circumstances of an individual, family, group or community when looking at a future plan of action.
- **Ages and Stages Questionnaire** - This is a set of questions completed by parents, giving an idea of what their child can do, to help professionals assess how their child is developing
- **Child and Family Assessment** - A child and family assessment is a way of gathering detailed information about your family in order to make a decision about what help your child or family may need to ensure they continue to be healthy and to thrive.
- **Family Support and Short Breaks assessment form** - This is completed with you at the start to begin the assessment process. It ensures that professionals have basic information about your child and family and their needs. It may be that no further information is required and so no more detailed child and family assessments are required and that early help/services can be provided to enable your family to be supported in a timely way.
- **Local Offer** - This is information about services that are available in Enfield for children young people and their families with Special Educational Needs and/or Disabilities (SEND). It is not just a list of services but a comprehensive guide including advice on how to get these services and how long you may have to wait etc.
- **Needs** - A need is a barrier preventing you from doing something. It is not a child's diagnosis or label but the needs that arise from this. For example a child may be unable to feed themselves so 'needs' help, which may be through having some specialist equipment.
- **Referral** - This is when someone is directed to a professional for them to see and assess. For example a GP may refer you to a specialist doctor who has knowledge in a particular area such as a paediatrician.
- **Appeal** - This is when you may not be satisfied with a decision and want a chance to further discuss it with the professionals involved. There is usually an agreed time scale in which this can be done. Every service will have a slightly different procedure. Please ask that service for details.
- **Safeguarding** - Means protecting children's health and well – being, ensuring they are safe and not neglected and free to live from harm.
- **Services** - Are different ways of helping and supporting people. It may be assistance or advice that is offered or practical support, for example a home-sitter looking after your children so you can have some time off.
- **Social Care** - is the provision of social work, protection or social support services to children and adults including personal care who may need this help as a result of their disability, old age or illness.
- **SPOE - Single Point of Entry using the Early Help Assessment form** - this is where safeguarding referrals to children's social care are processed
- **Universal Services** - are the services that are available to all families regardless of need. For example health visitors and school nurses, nursery education and school.

TELL US WHAT YOU THINK

It is important for us to know what we are doing well and what we need to improve.

If you would like to give us your views about the service you have received, please contact the relevant service provider.

