



**KESTREL MEAD**  
PRIMARY ACADEMY

# **Early Help Offer**

**Kestrel Mead Primary  
Academy**

**Be the best you can be**

Compiled by A Moss: Nov 2022

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# Introduction

Early Help is a strategic priority of the Leicester Education Strategic Partnership. This guide has been created as part of the work of the Leicester Education Strategic Partnership Operation Group (LESPOG) to:

*'...manage a planned range of improvement and development activities in conjunction with education partners to ensure that significant progress is being achieved to meet the LESP's strategic priorities and objectives.'*

LESPOG established an Early Help Task and Finish Group comprising partners from Primary Schools, Secondary Schools and the Local Authority to identify how to support schools to understand and engage with the Early Help agenda. It was agreed that a set of 'Early Help commitments' be created to set out the activities required by schools to ensure they are up-to-date and engaged with the early help agenda.

This document, compiled by a local Schools SEND Hub, details a set of Early Help Commitments for schools which will enable local schools to ensure that:

- Pupils, parent/carers and staff are clear on the Early Help support available through the school
- Partners, working to support families alongside schools have clarity regarding the early help offer of schools; supporting effective multi-agency working
- They are up-to-date with and part of local and national approaches to the delivery of early help support for more vulnerable families
- They have evidence of their commitment to the personal development and wellbeing strand of the Ofsted Framework

The ultimate goal is to ensure all children, young people and families receive the right support, at the right time reducing the need for referral to statutory services.

## How this guide works

This guide has four sections:

Section	Content	Purpose	Page Number	
1	<b>What is Early Help?</b>	What Early Help means Early Help in Leicester The role of Schools	To enable schools to understand what early help means and the role of schools in the delivery of it.	3
2	<b>Schools Commitments</b>	A set of 4 Early Help commitments, together with advice and information on implementation	To provide clarity regarding the activities Schools should undertake to ensure they are up-to-date and engaged with the early help agenda.	5
3	<b>Early Help in Schools</b>	A list of example early help activities undertaken within schools and how the impact of these can be measured	To provide a starting point for individual schools to define and evidence the impact of their Early Help offer	7
4	<b>Early Help Commitments Audit Tool</b>	Audit tool and Action Plan	To enable schools to understand actions required to implement the Early Help Commitments	12

# 1. What is Early Help?

Early Help' means providing help for children, young people and families as soon as problems start to emerge or where it is likely that issues will impact negatively on children's outcomes.

Early help...

- Is for children of all ages and not just the very young,
- Can be provided at any point of need and;
- Can be very effective in supporting a child, young person and/or their family to step down from statutory services as well as preventing the escalation of issues.
- Is important because there is clear evidence that it results in better outcomes for children.

Early help is a term that describes much of the everyday work of schools.

## Early Help in Leicester

The vision of all partner organisations working with children and families in Leicester is to improve children's lives by working in partnership to raise aspirations, build achievement and protect the most vulnerable.

This is based on the belief that:

- Families and communities have many strengths that support parents as the primary carers for their children and contribute to building resilience and independence in families
- Children, young people and families develop resilience if there are protective factors in place such as: a positive relationship with an adult; good literacy and communication skills; good school attendance; and, parents in or actively seeking/ready for work
- Children's needs are best met when help is offered in a universal setting within a socially mixed group and early on when problems start to emerge
- Children and young people's needs are best met when addressed in the context of the whole family, meaning that parents/carers/siblings' needs are addressed with consent as part of a holistic and integrated Early Help response

Early help services should **support** and **strengthen** families so that they can **thrive**.

**For more information on Early help in Leicester, please click the link below:**

[Leicester City Council's Early help offer.pdf](#)

## The Role of Schools

### Day to Day Support

Most families, most of the time, can get on with their lives quite happily with little or no outside help. If they need help it is usually provided by universal services, such as schools. This can include the day-to-day support provided to pupils and their families by staff within the school. All children can visit Alison's Room at any time of the day, every day to offer children additional support.

### Focused Family Support Work.

All families can have times, however, when difficulties arise and they either may not recognise it or may not know how to start putting things right. Without the right support early on, situations can easily get worse very quickly. Schools play a role in supporting families to address these difficulties through more focused family support, which might include bringing in support via an external agency. Alison Moss is our family Support worker, she is available all day, every day to bridge the gap between home and school life.

### Early Help Assessment

For those children and families whose needs and circumstances make them more vulnerable, or where schools need the support of other agencies to meet the needs of the family, a co-ordinated multi-agency approach is usually best. In Leicester this is achieved through undertaking an Early Help Assessment and assigning a Lead Practitioner to work closely with the family to ensure they receive the support they require. Schools should be a key partner in any multi-agency work to support families.

## 2. School Commitments to the Early Help Offer

The following four commitments have been agreed as non-negotiable elements to your school's Early Help Offer.

By signing up to and implementing these commitments your school can ensure:

- Pupils, parent/carers and staff are clear on the Early Help support available through the school
- Clarity for partners, supporting improved multi-agency working
- It is up-to-date with local approaches to the delivery of early help support for more vulnerable families
- Helps evidence your school's commitment to the personal development and wellbeing strand of the Ofsted Framework

### 1. The Designated Safeguarding Lead (a key decision maker) is responsible for Early Help as part of their safeguarding role.

What	Who	Advice/Ideas for Implementation	Measurable Outcomes
The Designated Safeguarding Lead (DSL) should have responsibility for Early Help as part of their understanding regarding the appropriate response to concerns about a child.	This could be: <ul style="list-style-type: none"> <li>• Mrs Simpson</li> <li>• Mrs Newnham</li> <li>• Mrs Goulding</li> <li>• Alison Moss</li> <li>• Mrs Clarke</li> <li>• Mrs Hill</li> <li>• Miss Bickley</li> </ul>	DSLs to discuss Early Help offer and appropriate of this with each family.  As appropriate DSLs to attend <a href="#">Early Help Assessment (EHA) Training</a> to improve understanding of the EHA, how to make request, learn about the Lead Practitioner role and Team Around the Family meeting	DSL's have attended the briefing and training

### 2. At least one member of staff is trained in the use of LiquidLogic.

What	Who	Advice/Ideas for Implementation	Measurable Outcome
The LiquidLogic Early Help Module (LLEHM) is an electronic case recording system for Early Help Assessments.  Attending the training will enable partners to use the LLEHM to make requests for Early Help, to record their interventions as part of an EHA and share information with other	<ul style="list-style-type: none"> <li>• Alison Moss</li> <li>• Mrs Clarke</li> </ul>	Appropriate school staff to attend <a href="#">LiquidLogic Early Help Module Training</a>  The training comprises 1 half day session. Attendance at both sessions is required and following completion attendees will be issued with login details to enable them to utilise Liquid logic.	Relevant staff have attended the 1 half day LiquidLogic Early Help modules  Individual login received and working

partners involved in the same EHA.			
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### 3. The school has a defined and published Early Help Offer.

Setting out your early help offer can improve how partners work with you to make sure support offered to families begins at the earliest opportunity and in the best way possible.

#### Step One - define your offer

Use the [list below](#) to help you define your Early Help Offer i.e. what your school does to prevent problems from escalating.

#### Step two – publish your offer

### 4. Students, Parents,/Carers and Staff know how to access Early Help support within school

Students, parents/carers and staff should have an awareness of the schools Early Help offer and know how to access Early Help support within the school.

Awareness raising routes, and key staff who are likely to be involved might include:

Group	Suggested awareness raising routes	Key staff that will need an awareness in order to support this group
Children and Young People	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Theme weeks</li> <li>Display information on school notice boards</li> <li>Staff Notice board</li> <li>Outside notice boards</li> <li>Class Dojo</li> <li>Newsletter</li> <li>Interventions such as 1:1 feeling session, group work around feelings, friendships</li> <li>PSHE- Jigsaw</li> <li>Safeguarding within the curriculum- class sessions</li> </ul>	Any trusted adult within the school environment <ul style="list-style-type: none"> <li>SLT/DSL's</li> <li>Class teacher</li> <li>Lunch supervisor</li> <li>Teaching assistant</li> <li>Office staff</li> <li>Family Support</li> <li>Attendance manager</li> <li>MHFA</li> <li>School nurse</li> <li>Educational Psychologist/SEMH</li> </ul>
Parents / Carers	<ul style="list-style-type: none"> <li>Include information in newsletters</li> <li>Display information on school notice boards and playground.</li> <li>Have copies of <a href="#">this leaflet</a> available for parents (at parents evening and available in the classroom 'Keeping Children Safe' folder</li> <li>Coffee mornings</li> <li>Direct family support</li> </ul>	Any trusted adult in school e.g. <ul style="list-style-type: none"> <li>SLT /DSL's</li> <li>Family Support Manager</li> <li>Attendance Manager</li> <li>Class teacher</li> <li>Lunch supervisor</li> <li>Teaching assistant</li> <li>Educational Psychologist/SEMH</li> <li>Other agency support worker</li> <li>Office staff</li> <li>School nurse</li> </ul>
Staff	<ul style="list-style-type: none"> <li>Include as standing item in staff meetings</li> <li>Include in staff briefings/bulletin</li> <li>Share <a href="#">this leaflet</a> with staff</li> <li>Through safeguarding training</li> </ul>	<ul style="list-style-type: none"> <li>Designated Safeguarding Lead</li> <li>Family support Worker</li> <li>SENCo</li> </ul>

### 3. Early Help in Schools

Use this list to:

- Define your schools early help offer – feel free to add your own provision – the list is not exhaustive.
- Identify data sources from which you can evidence the impact for Personal Development, Behaviour and Welfare Support services which have an impact on improving outcomes for students and their families.

Make sure the list is signed off and dated and a review date agreed

Attendance	
Your offer	Measurable Outcomes
<ul style="list-style-type: none"> <li>• 100% attendance rewards</li> <li>• Alternative provision monitoring of leave of absence requests</li> <li>• Attendance data monitored</li> <li>• Attendance manager</li> <li>• Breakfast club</li> <li>• EWO (Educational Welfare Officers)</li> <li>• EWO meetings with HoDs (Attendance Panels, penalty notices, PACE meetings, court)</li> <li>• Family Support Worker</li> <li>• First day calling</li> <li>• Home visits</li> <li>• Letter home at 95% attendance</li> <li>• Meet and greets</li> <li>• Monitoring of leave of absence requests</li> <li>• Organising transport</li> <li>• Panel meetings</li> <li>• Personal attendance plans</li> <li>• Policy for leave of absence requests</li> <li>• Regular monitoring</li> <li>• Reward charts</li> <li>• Reward good attendance</li> <li>• School nurse (where there’s a medical condition)</li> <li>• School Gateway/ Truancy calls</li> <li>• Trophies / certificates / vouchers / prizes</li> <li>• After school clubs</li> <li>• Late children monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• Overall and individual pupil attendance improves</li> <li>• Improvement in PA (Persistent Absence) data</li> <li>• Reduction in number of leave of absence requests</li> <li>• Reduction in number of penalty notices issues</li> <li>• Lateness data</li> <li>• Whole school targets are met</li> <li>• Short term improvement to the data of PA (Persistent Absence) pupils</li> </ul>

Transition	
Your offer	Measurable Outcomes
DSL transition meetings- sharing new information with staff Books / photos- transition books Designated link teacher for transition to secondary Extra visits/induction for vulnerable students EYST (Early Years Support Team) Health visitors / school nurse Induction Day Link between educational phases Nursery / Home visits Pupil passports SALT (Speech and language therapists) SEMH team (Social Emotional and Mental Health) Staff meetings between educational phases Students are adequately supported upon entry Support online application Transition programme Visits for prospective families Visits to feeder schools Work with key partners, including Admissions, EIP, EWO Family support work	<ul style="list-style-type: none"> <li>• Pupils obtain a place at their chosen school</li> <li>• Support families with appeals</li> <li>• Family needs are met whilst awaiting placements</li> </ul>
SEMH	
Your offer	Measurable Outcomes
Group work offer eg; feelings & emotions, confidence, friendship, body image, bereavement etc CEIPS-Calm Clinics Alison Wright-Theraplay MHFA offer CAMHS (Children, Adolescent Mental Health Service) Educational Psychologist Family Support 1-1, sibling, whole family R-time 'Time out' cards Talking lines Learnful Dojo Coffee mornings Parent sessions Laura centre Lego therapy Social Interaction groups Golden ticket club Meet and greet Workshop Wednesday Nurture groups Positive behaviour plans School nurse SEMH team (Social Emotional and Mental Health) Staff training in dyslexia, ADHD Team teach / positive handling training	<ul style="list-style-type: none"> <li>• Pupil learning data shows improvement</li> <li>• Reduction in number of high / low level behaviour incidents</li> <li>• Increase in pupils self-help skills</li> <li>• Reduction in fixed term exclusions</li> <li>• Assessments show that emotional needs e.g. Boxall Profile are monitored and influenced.</li> <li>• Intervention data shows progress in small step pupil passport targets.</li> <li>• Scaling from FSW measures impact</li> </ul>



Virtual school team Wellbeing leaders	
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Staying safe	
Your offer	Measurable Outcomes
'Bikeability' Acceptable user policies Anti-bullying champion Wellbeing leaders Assemblies Care plans DAS (Duty And advice Service) Data protection procedures Drop ins Early Help response E-safety External advice Home visits Link Police Community Support Officer Monitoring of leave of absence requests Training Family support Coffee mornings Attendance manager Dojo PEP/LAC meetings PHSE (Personal Health Social Education) Prevent e.g. FGM (Female Genital Mutilation) / Forced marriages Safer recruitment procedures Sex education through jigsaw Theme weeks / days Tracking of incidents e.g. CPOMS Whole school safeguarding training Young Gentleman's club Warriors Amarjit Magic 40 Learnful	<ul style="list-style-type: none"> <li>• Increase in turn-over of families accessing Social Services/Family Support Worker</li> <li>• Welfare and neglect issues on Social Services caseload is reduced</li> <li>• All parents have signed and are adhering to the AUP (Acceptable User Policy) via the AUA (Acceptable User Agreement)</li> <li>• Quality displays evidence pupils new learning</li> <li>• An increasing percentage of parental engagement</li> <li>• An up-to-date rolling programme of CPD (Continued Professional Development) in relation to Safeguarding / Training for all staff (2 years – DSL's and every year – all staff)</li> <li>• Monitoring of CPOMS to identify key themes- focus sessions build on this and develop practice.</li> </ul>

Supporting Families	
Your offer	Measurable Outcomes
Family support 1-1, sibling, whole family sessions/phone contact Referral to specialist services Coffee mornings-specific topics/guest speakers Pop-up-shop/food parcels Charity funding subsidised with food banks Household fund applications Winter warmer events Curriculum days / evenings Support in completing forms Financial support Home visits Housing applications	<ul style="list-style-type: none"> <li>• Pupil learning data shows improvement</li> <li>• Uptake of support services increases</li> <li>• Reduction in number of DNAs (Did Not Attend) to appointment</li> <li>• An increasing percentage of parental engagement</li> <li>• Positive joint working with agency's</li> <li>• Positive working relationship with Family support worker and staff.</li> </ul>

Noticeboards Parents evenings Dojo SENCo SENDIASS (Special Educational Needs and Disabilities Information Advice Support Service) Signposting to external agencies Signposting to training Joint working/liasing with agencies in the community MHFA offer Family support worker mobile number- direct contact with open door policy	
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The local community	
Your offer	Measurable Outcomes
Bike ability Community events – fairs Donations from outside businesses e.g. link with Tesco Governors Link PCSO Link with fire services Links between schools – school to school support / collaboration TMET link between schools Highlighting on newsletter community events within community Guest speakers within coffee mornings	<ul style="list-style-type: none"> <li>Families have a better understanding of the wider community and excess support needed.</li> <li>Wider awareness of knowledge of the community and how schools can support families.</li> <li>Families show awareness of help offer available to them.</li> <li>Breaking down barriers between services e.g. police and home</li> </ul>

Curriculum	
Your offer	Measurable Outcomes
1:1 / group work TMET behaviour support Assemblies Booster/ Year 6 groups Inter-school events Literacy/Phonics interventions Observing significant local community event Outside agencies Emotional literacy support- workshop Wednesday/play interaction etc. PSHE- Jigsaw Subsidised school trips / visits Theme weeks Bespoke training e.g. HSB support, friendships ,peer on peer interactions	<ul style="list-style-type: none"> <li>% of children attending a school club</li> <li>Pupil learning data shows improvement</li> <li>Monitoring of CPOMS to identify key themes- focus sessions build on this and develop practice.</li> <li>Intervention data shows progress in small step pupil passport targets.</li> <li></li> </ul>

## 4. Early Help Commitments Audit Tool

This Audit Tool has been created to help your school assess progress towards achievement of the four Early Help Commitments which can be used to evidence Ofsted requirements. The tool provides:

- An action plan with suggestions regarding the actions your school can take to meet the outcomes – please add, delete or amend actions as appropriate.
- A place to record the outcomes achieved

RAG ratings

At risk of not achieving	On track	Completed / ongoing

**The Designated Safeguarding Lead (a key decision maker) is responsible for Early Help as part of their safeguarding role**

Actions Required				
Outcome	Action	When	Who	RAG rating
Designated Safeguarding Lead has responsibility for Early Help as part of their understanding regarding the appropriate response to concerns about a child.	7 DSL have had appropriate training All Early Help referrals to be completed by Family Support Worker.	ongoing	DSL's	
DSL discussion around 'What is early help'	Discussion to be completed as and when	Ongoing	DSL's	
Where appropriate, DSLs have attended Early Help Assessment Training	Visit <a href="#">Early Help Training website</a> and book place on training	Ongoing	E Newnham A Moss	
Outcomes Achieved		Complete?	Details	Review Date
Designated Safeguarding Lead has responsibility for Early Help as part of their understanding regarding the appropriate response to concerns about a child.		Yes	A Moss	<i>ongoing</i>
DSL discussion around 'What is early help'		Yes	DSL's	
Where appropriate DSLs have attended Early Help Assessment Training		Yes	E Newnham A Moss	

**At least one member of staff to be trained in liquid logic:**

Actions Required				
Outcome	Action	By When	Who?	RAG rating
At least one member of staff is trained in the use of LiquidLogic.	Virtual session attended online	2020	A Moss N Clarke	

## The school has a defined and published Early Help Offer

### Actions Required

Outcome	Action	By When	Who?	RAG rating
The Early Help offer is published	Identify how and where to publish your schools early help offer	Nov 2022	AM	
	Publish your schools early help offer- on website	Nov 2022	AM	

### Outcomes Achieved

	Complete?	Date	Review date	
There is a defined Early help offer for the school	Yes	Nov 2022	Nov 2023	
	Details	Complete?	Date	Review date
The Early Help offer is published	Newsletter/website/posters	yes	Nov 2022	Nov 2023

## Students, Parents,/Carers and Staff know how to access Early Help support within school

### Actions Required

Outcome	Action	By When	Who?	RAG Rating
Children and young people, have been made aware of how they can access early help within the school	Identify key staff who Children/Young People can talk to about Early Help	Ongoing	DSL's	
	Identify how to train/raise awareness of this responsibility with these staff	ongoing	DSL's	
	Deliver training/awareness raising to these staff	ongoing	DSL's	
	Identify appropriate methods to deliver information on Early help in school to Children and Young People	termly	Newsletter/website	
	Deliver messages regarding Early Help to Children and Young People in school	ongoing	Via teachers	
Parents/Carers have been made aware of how they can access early help within the school	Identify key staff who Parents/Carers can talk to about Early Help	ongoing	DSL's	
	Identify how to train/raise awareness of this responsibility with these staff	ongoing	DSL's	
	Deliver training/awareness raising to these staff	ongoing	DSL's	
	Identify appropriate methods to deliver information on Early help in school to Parents/Carers		Website Class Dojo	
	Deliver messages regarding Early Help to Parents/Carers	ongoing	Posters newsletter In person	
Staff have been made aware of how they can access early help within the school	Identify key staff who Staff can talk to about Early Help		DSL's	
	Identify how to train/raise awareness of this responsibility with these staff	ongoing	Staff meetings/ phase meetings	

	Deliver training/awareness raising to these staff	ongoing	Induction/ safeguarding training	
	Identify appropriate methods to deliver information on Early help in school to Staff	ongoing	Notice boards/ posters/ folders	
	Deliver messages regarding Early Help to Staff	Ongoing	Follow up meetings	

# Kestrel Mead's response to Early Help Support:

