

Early Help Action Plan

Action Plan Number 1

Early Help I.D. number: 1234 Family Name: Smith / Adam		Lead worker name: Cheryl Cole		Date: 1/12/2014
Child(ren) Action Plan				
What needs doing?	How we will do it?	Who will lead on this?	By when?	What is the outcome?
Johnny to be in bed by 8pm	5pm – to have tea 6pm- TV 7pm-bath/clean teeth 7.30pm warm drink/ story/kiss/ cuddle bed	Parents name	13/1/2015	Completed at review Johnny sleep routine has improved he is sleeping on time and is waking up better for school
Susan requires 1 to 1 attention to discuss her concerns and worries	Susan to be referred to school counselling service	Home school link worker name	13/1/2015	Completed at review Susan is accessing school counselling and is making good progress, she is opening up more each session

Johnny's speech and language to improve	Health Visitor to complete an initial assessment on Johnny's speech and language, and if required then complete a referral into Speech and Language service.	Health Visitor name	13/1/15	Completed at review Johnny is accessing speech and language and progressing well, Speech is better at home
Johnny to have an hearing test	Health visitor to complete an initial assessment on Johnny's hearing and if required then refer to Audiology department for hearing test.	Health Visitor name	13/1/15	Completed at review Hearing test results show hearing is normal
Johnny and Susan's teeth to be cleaner and healthier	Johnny and Susan to brush twice a day Keyworker to provide Tooth brushes and adult toothpaste Register with Genesis dental care and to attend 6 monthly check ups Reduce amount of sweets and sugary drinks	Worker name Parents name	13/1/15	Completed at review Whole family accessing dental care at Genesis, Family have reduced sweet and sugary drinks Johnny and Susan are brushing twice a day

Children and Young person comments:

Susan has agreed to be referred to school counselling

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Early Help I.D. number: 1234 Family Name: Smith / Adam		Lead worker name: Cheryl Cole	Date: 1/12/14	
Adult/s Action Plan				
What needs doing?	How we will do it?	Who will lead on this?	By when?	What is the outcome?
Safety – Assess safety of the home	Complete safety checklist	Parents and worker name	13/1/2015	Completed at review Parents are better aware of safety risks in the home. Children living in a home free from accidental risks Furniture is away from windows and Johnny is not climbing up to the windows any more.
	Remove furniture from windows Provide Safety pack with extra window locks	Parent name		
	Provide fireguard	Worker name		
	Refer to Fire Service for olive branch	Worker name		
Garden to be made safe	Clear away rubbish	Parent	13/1/2015	Completed at review Garden is clear and safe for children to play
	Repair fence and gate made secure – Speak to Landlord	Parent		

<p>Healthy lifestyle – introduce healthy eating and lifestyle</p>	<p>Register with change 4 life</p> <p>Book on aiming high activities for Johnny</p> <p>Talk to Susan to establish if she would like to join in some physical activities</p>	<p>Parent name</p> <p>Parent name</p> <p>Worker name</p>	<p>13/1/2015</p>	<p>Family are accessing dentist on a regular basis.</p> <p>Parents aware of good oral health</p> <p>Johnny is receiving specialist support therefore his oral health is improved</p>
<p>Parents to manage their budget and finances better</p>	<p>Complete weekly budgeting plan</p> <p>Make an appointment at CAB to do a budget check</p>	<p>Worker name</p> <p>Parent name</p>	<p>13/1/2015</p>	<p>Payment plan in place, parents are managing their debt and are not struggling financially</p>

What needs doing?	How we will do it?	Who will lead on this?	By when?	What is the outcome?
<p>Sarah and Ken to complete parenting course to improve their parenting</p>	<p>Sarah and Ken to be referred onto Family Links parenting course</p> <p>10 weeks course at Thomas Boughey Children Centre</p> <p>Every Tuesday 9.30-11</p>	<p>Worker name</p>	<p>13/1/15</p>	<p>Completed at the review</p> <p>Ken and Sarah referred onto the course, to start 1/13/15</p>

Learn about effects of Domestic Violence on family and children	Parents to complete online Freedom programme with keyworker Keyworker to refer to Arch for support and advice	Worker name Parents name	13/1/15	Completed at review Ken and Sarah awareness increased in Domestic violence and they are fully aware of effects on their family
Sarah and Ken to learn about autism and how to manage child with autism	Keyworker to refer to Cross Roads Sarah and Ken to complete sessions every Thursday 11am at their home	Worker name	13/1/15	Completed at review Ken and Sarah accessing Autistic group weekly. So far Ken and Sarah are aware of do's and don'ts with an autistic child.
Adults comments: Sarah is pleased with support in place and is looking forward to receiving the help				

People present at meeting:		
Name	Role	Contact Details
Cheryl Cole Francis Jones Jenny Casper	IFIS HSLW School Nurse	231456 235641 235647

People not present at meeting (to receive copies of Action Plan)		
Name	Role	Contact Details

Significant updates	
Date:	What has happened:
13/1/2015	IFIS action complete – Early Help transferred to HSLW Francis Jones

Signature of adult (with parental responsibility if applicable)	
Print name:	Date:

Signature of adult (with parental responsibility if applicable)	
Print name:	Date:

Signature of children / young people	
Signature of children / young people	Date:
Print name:	Date:

Signature of worker	
Print name:	Date:

Please fill out the following as applicable: (NB please record people present above)		
Date and time of next review	Date case closed	Reason for closure