



LADYWOOD OUTREACH SERVICE

Referral Process when a child is 2 years old

Child is 2 years old, has a funded place and/ or is in receipt of DLA

School / Setting send an Early Help Advice (EHA) form with actions and goals included. Pre-school – **need to provide signed EHA and 1 cycle of plan do review**. Ladywood Outreach Teacher will then acknowledge receipt of referral via letter / email or phone call within 7 working days of receiving the request.

Heath visitor involved and discussion taken place about the Integrated Review

ASQ/ ASQ SE/ WELLCOM

Evidence seen 1 round of “Plan do review.”

Complete an observation / assessment of the child.

Outreach staff submit all evidence gathered from the observation at the Outreach Cluster Meeting.

Cluster leads facilitate meeting – staff discuss referrals - all staff contribute. Decision made about the involvement.

Ratified by Cluster leads and Ladywood Senior Leadership Team.

Child on caseload for ongoing direct involvement.

HV involvement discussed considering evidence from EY team / Heath visitor, ASQ/ ASQ SE/ WELLCOM.

Not enough evidence seen.

Signpost to appropriate health visitor / EY team asking the setting to re refer once this evidence is in place. See List for HV lead, give to the setting to contact and then plan to review

Setting re refer with additional evidence.

Observation completed. Cluster leads facilitate Cluster meeting – staff discuss referrals - all staff contribute. Decision made about the involvement. Ratified by Cluster leads and Ladywood Senior Leadership Team.

Complete an observation / assessment of the child - if the child is not appropriate for service, signpost to appropriate service e.g. BSS.