**Early Help Assessment Practitioner Checklist**

This checklist can be used by practitioners prior to finalising their assessment to ensure that they have covered all necessary aspects of the assessment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Early Help Assessment Practitioner Checklist** | | | |
|  | | Yes | No |
| **Complete** | Has the most recent version of the Early Help Assessment been completed? |  |  |
| **Complete** | Have all fields been completed? |  |  |
| **Valid** | Have both the strengths and needs of the child/young person and family been assessed and explored holistically? |  |  |
| **Accurate** | Is there an accurate representation of the discussion? Is what is fact and what is judgement or opinion (including whose judgement/opinion) highlighted? |  |  |
| **Solution-focused** | Does the assessment focus on what the child/young person and their parents/carers want to achieve? |  |  |
| **Clear** | Is the assessment clear, concise and understandable by all those involved and any practitioners who may get involved or take responsibility for the child/young person’s case at a later stage? |  |  |
| **Inclusive** | Are the views and opinions of the child/young person represented? |  |  |
| **Inclusive** | Are the views and opinions of the parent/carer represented? |  |  |
| **Inclusive** | Have the child/young person had their comments included on the form? |  |  |
| **Inclusive** | Have the parent/carer had their comments included on the form? |  |  |
| **Inclusive** | Do they understand/agree who the form will be shared with and have they signed the consent statement? |  |  |
| **Equal opportunities** | Does the assessment give positive expression to the opinions and experiences of the child/young person and/or their parents/carers without prejudice or discrimination? |  |  |
| **Professional** | Is the assessment non-judgemental and does it follow the organisational codes of practice for recording/writing public documents? |  |  |