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|  |  **Early Help Enquiry Form** |
| **1.The Agreement**

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| **Why we are working with your family**Together we want to find out: -* what led to you asking for help
* what is already working well
* what you are worried about
* who is affected
* who can help us when life gets difficult
* what needs to happen next
 | **How we will work together** Together we will: -* show respect for each other
* be open and honest in our conversations
* take time to think about what life is like for your family and what is changing
* build up positive relationships for the family that will last over time
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**What we will do**Together we will:* find the best way to support your family
* agree how to share information with others who may be able to help us e.g., Health Visitors, GP’s, or Schools.
* attend meetings to discuss what is working well and what could be better
* record and store securely all conversations, assessments and plans that we agree on
* allow Newcastle City Council to use information we gather to track and improve services
* contact Children’s Social Care, if we believe a child or young person in your family is suffering or may suffer harm

For more information about how your personal data is used see [Privacy Notice | Newcastle City Council](https://www.newcastle.gov.uk/local-government/access-information-and-data/open-data/privacy-notice)  |
| **Parent signature/verbal agreement given** [ ]  | **Date:**  | **Child/Young Person signature/ verbal agreement given** [ ]  | **Date:** |
| **Practitioner signature** **Signed:** | **Date:** | **Agency:** |

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| **Details of the family and their support networks**  |
| **Address:****Postcode:** |
| **Parents/carers and other people living at the home address \*please add extra rows where needed. PR = Parental responsibility** |
| **First Name** | **Surname** | **DOB** | **Relationship to the child(ren)** | **PR?** | **Contact details** | **Disability or Additional needs** | **Identifies as?****Gender**  | **Ethnicity** | **First Language** | **Religion** |
|  |  |  |   | Y/N |  |  |  |  |  |  |
|  |  |  |   | Y/N |  |  |  |  |  |  |

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| **Children and other people living at the home address**  |
| **First Name** | **Surname** | **DOB/****EDD** | **Relationship** | **School / Nursery** | **Disability or additional needs** | **Identifies as?** **Gender**  | **Ethnicity**  | **NHS** number | **Capita** number | **eCAF** number |
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| **Agencies or services already working with or regularly in touch with the family**  |
| **Name**  | **Agency** | **Job role**  | **Contact details**  | **Email**  |
|  | GP |  |  |  |
|  | School, nursery  |  |  |  |
|  | Dentist |  |  |  |
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| **Concerns:** Tell us what are you worried about? What is the family worried about? What is the child worried about? Has this happened before? How long have you or the family been worried about this?    |
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| **Strengths**: Tell us what do you think is working well for the child and/or family?  What does the child and family think is working well?   |
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| ***Who else is important to the family?*** (Always include parent and siblings living at a different address with as much detail as possible)Prompt questions: *Who do you tell good news to? Who would you turn to if you were in trouble?* |
|  **Name** | **Relationship***e.g.,**parent, relative, friend, neighbour* | **What kind of support** *(emotional, financial, practical)?* |
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| **Desired Outcome:** What would you like to happen next?   |
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| **Person completing the enquiry form** |
| **Name** | **Role / Position** | **Agency / Service** | **Contact details** |
|  |  |  | Tel: | Email: |
| **Signed** | **Date** |
|  |  |
| **Next steps:** Send your completed Early Help Enquiry Form to the Early Help Access Point earlyhelpplan@newcastle.gov.uk or the Children and Families Locality Hub where the family live; Childrenfamiliesnewcastle-**innerwest**@newcastle.gov.uk ; Childrenfamiliesnewcastle-**outerwest**@newcastle.gov.uk Childrenfamiliesnewcastle-**north**@newcastle.gov.uk ; Childrenfamiliesnewcastle-**east**@newcastle.gov.ukYou will receive an acknowledgement.For further enquiries contact Early Help Access Point or the [Children and Families Locality Hub](https://www.newcastle.gov.uk/services/care-and-support/children/getting-help-children-and-families/early-help-your-family)  |