The Common Assessment must be embedded within existing Children’s Trust processes. The Common Assessment does not change the statutory obligations of agencies, and local procedures for accessing statutory agencies must continue to be followed. Statutory interventions are not shown in this diagram.

If at any point in the Common Assessment process a practitioner believes that a child is at risk of serious harm they must follow their local safeguarding children’s board procedures.

Key:
- Process step
- Pre-defined process step (details elsewhere)
- Decision
- Start/End

Practitioner in Local Authority A identifies child with additional needs - initial considerations and home checks indicate need for Common Assessment

Does child access universal services or live in Local Authority B?

Yes

Local Authority A lead Early Help contact will contact Local Authority B lead Early Help contact to find out if a Common Assessment has recently been done or if practitioners are already working with the child

Lead Coordinator already appointed?

Yes

Share observations with Lead agency and/or involved practitioner and agree next steps

No

Child has additional needs?

Yes

Identify likely support required (using local service directory from Authority A and/or B as appropriate). Consult & involve practitioners as appropriate

Is a Common Assessment, or Review, required?

Yes

Agree which Local Authority leads on Common Assessment. Undertake, or update, Common Assessment as per agreed Early Help leads local guidance. Ensure copy of complete Common Assessment record shared with both authorities lead Early Help contacts (as well as family and all practitioners involved)

Review impact of actions initially after 4-6 weeks, then every 3 months as appropriate

No

Transition back to mainstream service required?

Yes

Handle transition back to mainstream service

No

No

No

Close Common Assessment

End

No

No

No