

Early Help Registration Crib Sheet:

0113 3760336 (Option 1)
families.first@leeds.gov.uk



Your Details			
Your Name:		Your Job Title:	
Your Agency:		Contact No:	
Your Email:		Consent received from Parent/Carer?	Y / N
Child's Details (You will need the following details for all the children in the family)			
Family Address:		Postcode:	
Child's Name: (Any Aliases?)			
DOB or E.D.D:		Ethnicity:	
Gender:		Does this child have a disability?	
Child 2			
Child's Name: (Any Aliases?)			
DOB or E.D.D:		Ethnicity:	
Gender:		Does this child have a disability?	
Child 3			
Child's Name: (Any Aliases?)			
DOB or E.D.D:		Ethnicity:	
Gender:		Does this child have a disability?	
Parent/Guardian Details			
Parent/Carers Name:		DOB:	
Address:		Relationship:	
Contact No:		Mobile No:	
Parent/Carers Name:		DOB:	
Address:		Relationship:	
Household Members			
Name:		DOB:	
Relationship to child:			
Name:		DOB:	
Relationship to child:			
Name:		DOB:	

Please select all options that apply to each child/ren. If an individual sibling has a specific need please indicate as appropriate. Where needs of the adults have an impact on the child please be clear what consequent needs the child has e.g. parental alcohol misuse impacts on child school attendance. If you select the option "Abuse or Neglect", you must have considered making contact with Children's Social Work Services.

Identified Needs from Early Help Assessment

Child

Abuse or Neglect		Domestic Abuse		Homeless Housing Needs	
Alcohol Misuse		Drug Misuse		Missing Education	
Attendance and Exclusions		Gangs		Not in Education, Employment or Training	
Child Sexual Exploitation		Develop Social Skills And Enjoy Recreation		Learning Disability	
Emotional Wellbeing/Mental Health		Physical Health Needs		Problematic/Harmful Sexual Behaviour	
Self-Harm/Risk of Suicide		Socially Unacceptable Behaviour		Teenage Pregnancy	
Young Carer		Youth Offending			

Parent/Carer

Alcohol Misuse		Benefits/Financial Issues		Criminal Activity	
Domestic Abuse		Drug Misuse		Housing Need	
Learning Disability		Emotional Wellbeing/Mental Health		Non-Engagement with Health Services	
Parenting Support		Physical Disability or Health Needs		Socially Unacceptable Behaviour	

Other Family/Household Member

Alcohol Misuse		Benefits/Financial Issues		Criminal Activity	
Domestic Abuse		Drug Misuse		Housing Need	
Learning Disability		Emotional Wellbeing/Mental Health		Non-Engagement with Health Services	
Parenting Support		Physical Disability or Health Needs		Socially Unacceptable Behaviour	

Person ID:

When registered, you will be given a person ID on the child or eldest child in the family.

The following Data Protection statement is the most current and needs to be replicated in the forms you use:

In accordance with the Data Protection Act 1998 we must inform you that by signing this form you are giving your consent to process the information we collect from you whilst we have involvement with you and your family, for the purposes of providing support. This information may be shared, but only where appropriate, with other relevant professionals and organisations, such as the NHS, Leeds City Council, and Families First programme. Sharing with the Families First programme may allow us to access additional family support and/or funding for you

Each agency is duty bound to follow data protection and child protection policies and guidelines and will ensure the safe transfer and storage of any information they record. I agree that information about my family may be shared, and sought from other relevant agencies to help ensure that my child/ren and family receives the support we need.

If there are changes in family circumstances or our family no longer want support from any of the services involved or offered it is understood by everyone that it is the responsibility of the parent/carers to inform the requesting agency or worker.

The Council may have to give some of the information we collect from you to relevant government departments, such as the DfE or the DCLG, for research purposes and with the aim of making the services of Leeds City Council better. Any sharing will be done only where it is necessary or where we are legally obliged to do so and is strictly in accordance with the Data Protection Act. Your information may be collated or monitored, where possible in an anonymized format, to ensure you receive the correct support and services. Should you choose not to consent to sign this form then please note we may still be required under law to process and share the information in this form without your agreement, for example when we believe a child is at significant risk of harm.