Child Early Intervention Single Assessment Booklet, Check list, Child friendly explanation and Guidelines to support the meeting with the child

These first four pages should be read and removed before asking the child to complete the booklet.

Copies of all completed booklets must be stored with the Early Intervention Single Assessment (EIS) Team.

This document is to be used in conjunction with the Early Intervention Single Assessment (EISA) and **NOT** as a stand-alone document.

If undelivered please return to:
EISA Team
2nd Floor, Princess Buildings
Princess Street
Halifax, HX1 1TS
Check list

Before the meeting use the tick boxes below to check each item:

This Booklet **MUST NOT** be completed unless the parent / carer of this child / young person has signed the Consent Form to be supported under the Early Intervention Single Assessment Framework

☐

The parent / carer has seen a [blank] copy of the Child EISA

☐

The parent / carer understands that the Child EISA Booklet will be used to obtain their child’s views and they are happy that their child may not wish them to see all the information

☐

You have recorded in your own agency records that the parent / carer has agreed to this process and to the meeting with their child

☐

Any interpreters have been fully briefed about the Child EISA and the purpose of the meeting

☐

You have the consent of parent / carer and school staff to withdraw the child from lessons if completing Booklet during school time

☐

Any Special Educational, Emotional or Behavioral needs have been taken into account

☐

You have booked a quiet location where you will not be interrupted and where the child / young person will feel at ease

☐

That an adult trusted by child / young person will be present – If you are not well known to them

☐

You have planned the meeting at the best time for child / young person to feel comfortable and willing to engage

☐

You are able to make simple snacks, e.g. fruit / toast / water available and can provide a simple game / felt tips

☐

You have booked sufficient time in your diary, so that you are calm and neither you nor child / young person feels rushed

☐

You have planned for little breaks throughout the process

☐

You are prepared to re-arrange the session (and do not appear disappointed) if the child / young person does not feel like talking when you arrive

☐

Be patient – work at the child / young person’s pace, the Child EISA Booklet may be completed over several sessions

☐

If scribing – ensure you write **EXACTLY** what the child / young person says or wants you to record. Do not paraphrase

☐

The Child EISA Booklet is stored securely with the main EISA

☐

The child EISA Booklet is **NOT** shared without the consent of the child

☐

**Important:**

- **If you feel that the child / young person is at risk of being harmed the Child EISA Booklet should NOT be completed.**
  
  You should follow the CSCB Safeguarding / Child Protection Procedures:
  
  [www.calderdale-scb.org.uk](http://www.calderdale-scb.org.uk)
Child friendly explanation
(of the Early Intervention Single Assessment and Child EISA) Booklet.

Based on examples used in Barnados’ ‘Say It Your Own Way’ 2006 ISBN 1-84478-489-4

Background discussion to check if child is happy to complete EISA Booklet
- Your Mum / Dad / Carer have agreed that I can talk with you to make sure that you have the support you need to feel happy and be healthy.
- Your Mum / Dad / Carer has filled in the main EISA form explaining what is going well and what they would like help with.
- To help me understand how you feel I have this Child EISA Booklet especially for you that we can fill in if you want to.
- If you have any questions or I use any words that you haven’t heard before please ASK ME and I will explain them.

How we would fill in this Child EISA Booklet
- We would work at your pace. This means we would only fill this in when you feel like talking to me – we DON’T have to finish it all at once. You can choose where you wish to start.
- You can write or draw your answers, or if you prefer you can tell me what you want to write and I will write down EXACTLY what you say. However, not everything that you say needs to be written down.
- I will make sure that we have a comfortable, private place to talk, also that you feel happy to talk and have time to think about your answers.

These are the things we can talk about in the Booklet
- Your feelings about home, school, friends – what is going well and any problems or any worries that you may have.
- I would be interested to hear about the things that you like best about your life and what you would like help to change.

What happens after we have filled in the Booklet
- You decide who can see your Child EISA Booklet.
- Your family will decide which people they would like to invite to a meeting (you can suggest people too).
- All the people invited will meet with your Mum / Dad / Carer to agree what needs to happen to support you and your family.

This is really important:
- You must understand that if you say something that makes me worried that you or any other child is being harmed then I WILL need to speak with other adults who can help make you safe.
- Only in these circumstances would your Child EISA Booklet be shared without your consent.

How do you feel about filling in this Child EISA Booklet?
- If you’re happy shall we agree a time or is there another adult you would rather work with?
- You can keep your original Booklet and I will make sure that any copies are stored in a safe place and not shared unless you say we can share it.
- A copy of every Child EISA Booklet and main EISA form is sent to the EI Team who keep them in a safe place.
Guidelines to support the meeting with the child

Starting the meeting to complete Child EISA Booklet
- Use the Child Friendly Explanation page to help the child understand the reasons for them being asked to complete the Child EISA Booklet – prior to this meeting if possible.
- Consider how the child / young person may be feeling at this point.
- Smile as you meet and use open body language.
- Keep approximately an arm’s length between yourself and the child / young person – more if you are not known well to them.
- Start with ‘problem-free’ talk, e.g. TV programs / sport / animals, or a simple card game.
- Ask if child / young person has any questions before you start filing in the Child EISA Booklet.
- Let the child / young person flick through the Child EISA Booklet.
- Make it clear they may start anywhere.
- Ensure they are aware that spelling and handwriting are not important – it is their thoughts and feelings we need!
- Check if they are happy to write or would prefer you to scribe for them – or a bit of each if they become tired.
- Ensure they are aware that it’s their Booklet – they can use drawings / colours to personalise it.

During the meeting
- Plan to say very little and don’t interrupt.
- Nod, murmur and make fleeting eye contact to acknowledge and encourage
- Offer non-judgmental responses – even to strong feelings – ‘I see’
  When there is a suitable pause – summarise and reflect upon what has been said.
- Use age / developmentally appropriate language – NO JARGON!
- Use open questions to clarify responses:
  ‘Can you tell me a bit more about...?’ ‘How do you feel about that...?’
- If the child / young person goes quiet... calmly wait a few moments... 6 or 7 seconds is good.
- Offer encouragements like:
  ‘Take your time; we’re not in a rush’
  ‘That’s a difficult question – I’m sure you’ll need some time to answer it’
  ‘It’s OK not to know. We can always come back to that later’.
- Accept lies – children may have a good reason to lie and this is not the time to unravel these.

Ending the meeting
- Your feelings about home, school, friends – what is going well and any problems or any worries that you may have.
- I would be interested to hear about the things that you like best about your life and what you would like help to change.

What next?
- Copy of the Child EISA Booklet to be:
  - sent to EI Team
  - given to (or stored for) child / young person
  - stored securely by the LP with the Main CAF.
- Share information from the EISA Booklet as agreed in the section above.
- Arrange a time to review the child’s views as support is put in place via the Team Around the Child – to check whether key issues for them are being addressed by the adults.

Important:
- If having read these Guidance notes you have concerns about completing the Child EISA Booklet please speak with your Manager or contact the EI Team.
My name is

What I said was written down by:

or me

Date completed:
All about ME!

This is what other people say they like about me . . .

This is what I think is best about me . . .

This is what I like best about my life . . .

This is how I feel about myself today . . .
Taking care of ME

Ways I look after myself . . .

Things I’d like help with . . .

This is how I feel about my health . . .

Including illustrations from BoardMaker

3
Me and my family

People I live with . . .

People in my family . . .

What the people I live with think about me . . .

Things I wish could be different . . .
Where I live

What I like . . .

What I don't like . . .

Friends I have fun with . . .

This is how I feel now . . .

[Diagram showing a house and children with smiley and sad faces]
My school life

What I like . . .

What I don't like . . .

School would be better if . . .

This is how I feel about school . . .

1 2 3 4 5 6 7 8 9 10

Including illustrations from BoardMaker
My life outside school

Things I do after school, at weekends, in the holidays . . .

Things I would like to do . . .

This is how I feel out of school . . .

---

Please tell us what you think.

You have the right to say what you think and you must be listened to.

Articulate 12 of the UN Convention on the Rights of the Child.

---

Including illustrations from BoardMaker
What happens next?

There will be a meeting to talk about how things are going for you and your family.

Who would you like to be at the meeting?

You are invited:

Will you come?

Who would you like to talk to about the meeting after it has finished?

Yes

No

You are invited:
Who can read this?

This is to certify that the people whose names are written below can read everything in this child EISA booklet.

This is to certify that the people whose names are written below must not read anything in this child EISA booklet.

I understand that if you become worried that I am at risk of harm, or another child is at risk of harm, you will share this child EISA booklet with people who can help keep me safe.

Signed:
Date:

This has been explained to me by:

Name:
Signed:
My space . . .

You can draw or write anything else you want here, about your life now or in the future.