



**Special Educational Needs & Disabilities  
Information Advice & Support Service  
(SENDIASS)**

**Guidance on the EHC Hub when the Local Authority agree to assess**

This guide has been produced to help you to understand what steps you should take when receiving notice the Local Authority have agreed to assess. Please follow the step by step instructions in the guide.

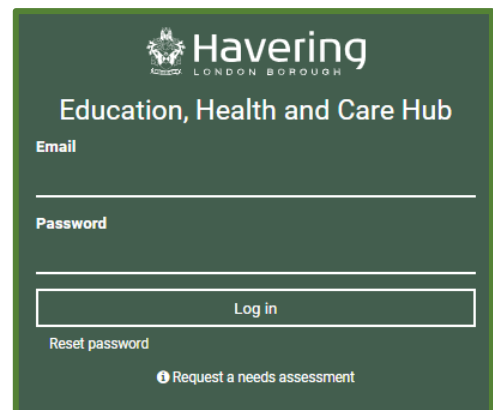
Before proceeding, you should have already received an email to create your account. If you do not have this, please contact your Case Officer.

Havering SEND Information Advice & Support Service (SENDIASS)  
12<sup>th</sup> Floor, Mercury House, Mercury Gardens, Romford, RM1 3DW  
T: 01708 433885 E: [sendiass@havering.gov.uk](mailto:sendiass@havering.gov.uk)  
W: [www.haveringsendiass.co.uk](http://www.haveringsendiass.co.uk)

### Step 1 – Log into your Account.

Please insert your log-in details. If you cannot remember these details, please click the Reset Password.

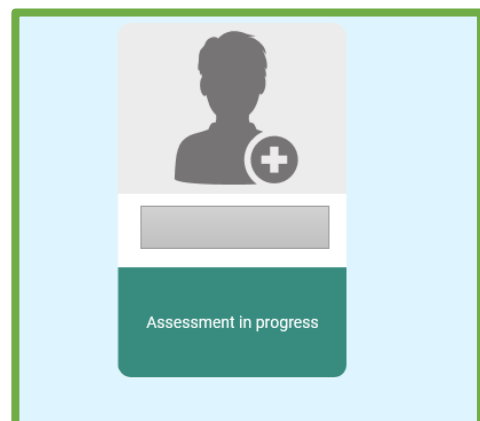
If you still require support logging in, please contact the Assessment & Placement Team.



The screenshot shows a dark green login page for the Havering Education, Health and Care Hub. At the top left is the Havering London Borough logo. Below it, the text 'Education, Health and Care Hub' is displayed. There are two input fields: 'Email' and 'Password'. Below the password field is a 'Log in' button. At the bottom left, there is a 'Reset password' link. At the bottom right, there is a link with a plus icon that says 'Request a needs assessment'.

### Step 2 - Click on the profile

You will be taken to a screen which will be similar to this image on the right. You will need to click the profile in order to move to the next stage.



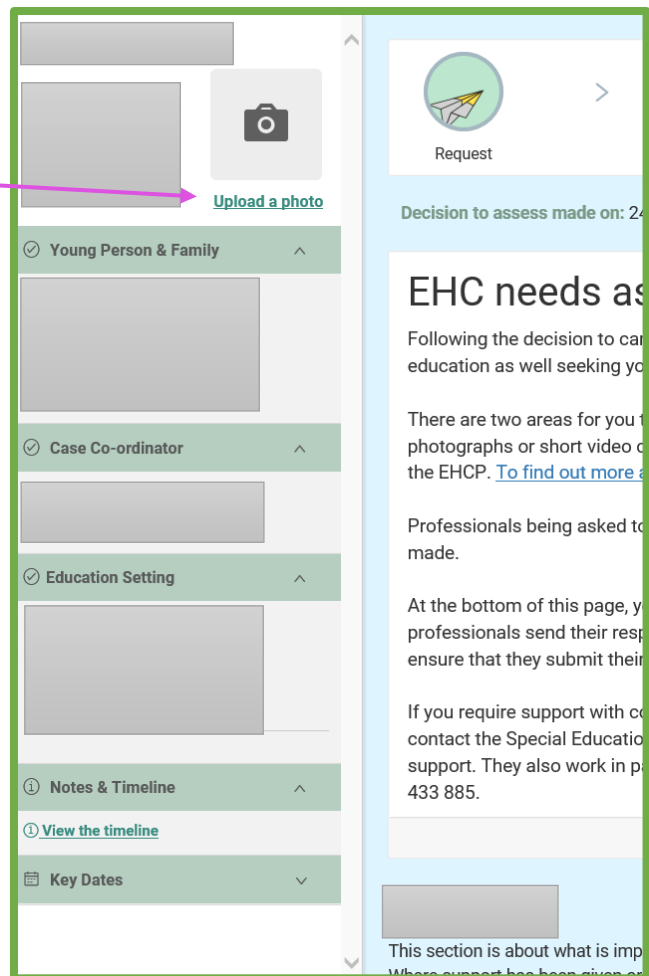
### Step 3 – Check the details are correct.

You can do this by clicking the “View Details”. You can also upload a photo

If information is incorrect, you must inform your Case Co-ordinator. You can find out who this is by looking under the Case Co-ordinator section









Once you have completed this step, and have read all the information please scroll down the page in the EHC Hub. This will take you to the next step.

(Please now go to Step 4 on the following page)



## Step 4 – Fill out the boxes. – About the Child

This section is about what is important to the child or young person. Where possible, this section should be completed by the child or young person themselves. Where support has been given or where it has been completed on behalf of the child or young person, it should be made clear in each section whether the child has directly quoted the statements or if they have been summarised. The content from this section will later be included in Section A of the EHCP if the Local Authority decide to issue one.

 Things that are important to me	 Things that are working well at home and school	 Other information I think is important to know about me	 Important things to know about my past
 Things that I enjoy doing	 How to communicate with me	 My hope, dreams and aspirations for the future	 Things I would like to change at home and school

Be sure to add as much information in as you can as this will allow professionals to get a bigger picture on your child's needs. You **must** click on each individual box to add in the relevant information. Once added text to the box, a green tick will appear in the box.

You must ensure that you save frequently. You will be able to edit the information until the inserted in these boxes until the application proceeds to the next stage. This will be explained to you by your Case Officer within the Assessment & Placement Team.

Please see below some helpful points to help you with producing this information.

### Suggestions

#### Part 1 – Things that are important to me:

- Think about any special people in the child's life. Is there anybody in particular they share a closest relationship with? This could be a family member, a pet etc... Please provide examples
- What do they care about the most?
- Does the child have any people they look up to?

#### Part 2 – Things that are working well at Home and at School

- Think about any support that is working
- Does the child have a social group?
- How does the child work best in school?
- At home, are things done a certain way that works for the child?
- What things work well?

### **Part 3 – Other important information I think is important to know about me**

- Think about any allergies the child may have. How does this affect them?
- Does the child have any Sensory Needs?  
(E.g. are they sensitive to noise, lights, crowds, smells, textures, temperatures).
- How is the child on Public Transport? Please provide examples if you can
- Does the child lack awareness of the obstacles in their path?
- Does the child lack awareness of dangerous objects?
- Is the child able to dress independently? If not, what support is needed?
- Can they dress appropriate for the weather?
- Can the child use cutlery properly? Or is this specially adapted?
- Can they drink independently from an open cup? Or is this adapted?
- Do they eat only certain foods or textures?
- Do they tire easily?
- What is their sleep pattern like?
- How are they with unexpected change to their daily routine?
- Is the child able to manage their own emotions?  
(E.g. do they hit out, swear, shout, and throw objects)
- Does the child undertake imaginative play?
- Do they play with others or play alongside them rather than with them?

### **Part 4 – Important things to know about my past**

- Has there been any events life-changing events that have occurred?
- What life events are most significant that relates to the child's Special Educational Needs and/or Disability?

### **Part 5 – Things that I enjoy doing**

- Think about any activities that the child might like. An example is painting.
- What puts a smile on their face?
- Do they enjoy any activities/clubs if they attend any?

### **Part 6 – How to communicate with me**

- Consider any challenges that you may face when communicating with the child
- Does the child communicate better with adults rather than their peers?
- Do actions or sentences need to be repeated?
- Does the child respond to PECS/British Sign Language (BSL)
- Do sentences need to be broken down into small chunks? Provide examples.
- Do they need any visual aids?

### **Part 7 – My hopes, dreams and aspirations for the future**

- If the child knows what they would like to do when older, what is this?
- Is there anything that the child would like to achieve?

## Part 8 – Things I would like to change at home and at school






- Consider any difficulties the child is facing, what differences need to be made?
- What difficulties do they face on a daily basis at home and in school?
- Is there anything that the child isn't happy about? If so, explain.

## Step 5 – Fill out the boxes – Parents/Carer's Views

Be sure to add as much information in as you can as this will allow professionals to get a bigger picture on your own views. You **must** click on each individual box to add in the relevant information. Once added text to the box, a green tick will appear.

You must ensure that you save frequently. You will be able to edit the information until the inserted in these boxes until the application proceeds to the next stage. This will be explained to you by your Case Officer within the Assessment & Placement Team.

This section is for the child or young person's parent's / carer's to give their views. The content from this section will later be included in Section A of the EHCP if the Local Authority decide to issue one.

 Important things to know about our family history	 Things that are working well at home and school	 Things that are not working well and we would like to change	 Our hopes and aspirations for the future
 Other information we think is important			

Please see on the next page some helpful points to help you with producing this information.

## Suggestions

### 1 – Important things to know about our family history

- Think about any information that is relevant for professionals to be made aware of about the family.

### 2 – Things that are working well at Home and at School

- What is going well?
- What support do you provide at home that works well for the child?
- Has there been any improvements made with any re-adjustments at home?
- What do you feel the child is doing well with in School?
- Provide examples if possible of how you and the school are working together to promote positive milestones for the child.

### 3 – Things that are not working well and we would like to change

- What do you feel the child struggles with mostly whilst at home?
- Are there any moments that you can think of that are becoming increasingly challenging?
- What isn't working well at home and school? E.g. Transitions, Social Events

### 4 – Our hopes and aspirations for the future

- Think about what you would like the child to achieve in the future
- Consider what you would like achieved within a short term goal (1 year)
- Consider what you would like achieved within a medium term goal (3 years)
- Consider what you would like achieved within a long term goal (5 years)
- Explain your overall goals for your child.

### 5 – Other information we think is important

- Consider any information that you feel is necessary for professionals to be made aware of.
- What professionals is the child receiving support from? (E.g. Professionals such as Educational Psychologists, Speech & Language Therapists, Audiology, GP)
- Does the child have any special equipment such as hearing aids, wheelchairs, special insoles, frames etc..?
- Stranger Danger (Is the child aware of dangers in the outside environment), If not please provide examples. This can also relate to road safety and online safety.
- Are there any health conditions that the child has? If so, are they on any medication for this?

- Do they remember to eat and drink throughout the day? Or do they need prompting?
- Are there any toileting or personal care concerns?
- Is there anything you feel that you haven't expanded on?

### Do you need further support?

If you require any support with accessing or using the EHC Hub, please contact the Assessment & Placement Team on 01708 431885 or email [sen@havering.gov.uk](mailto:sen@havering.gov.uk)

If you require support with your application, you can ask your child's schools Special Educational Needs & Disability Co-ordinator (SENDCo) for some additional support or advice.

Alternatively, you can also contact Havering's Special Educational Needs & Disabilities Information Advice & Support Service (SENDIASS) on 01708 433885 or email [sendiass@havering.gov.uk](mailto:sendiass@havering.gov.uk) for any impartial Information Advice or Guidance.