



Defence  
Children  
Services

# Early Help toolkit

Lead professional role and  
responsibilities



Early Help Toolkit: Professionals Guide  
Lead Professional Roles and Responsibilities

## The lead professional

The Early Help Lead Professional is the named professional who has been identified as the person who will be the family's main point of contact for the early help process, this doesn't mean they need to provide all interventions the family require. They do however need to be in a position where they can provide the family with advice, support, and guidance throughout the Early Help process.

The family should be offered the opportunity to discuss who they may choose to be the lead professional. This person should usually be someone the family already knows, trusts, and has a good relationship with.

Being a lead professional does not have to take up a lot of time, in the longer term it should save time as a co-ordinated approach is proven to increase the chances of a child's needs being met earlier.

The lead professional undertakes the assessment and works with partner agencies to develop the plan, and coordinate the support needed.

Any professional supporting the family can take the lead professional role e.g. Designated Safeguarding Lead's (DSL's), welfare officers, teachers, health visitors, CAMHS Practitioners, or special educational needs coordinators (SENCO's). The important thing is that they have a good relationship with the family and / or child.

If you undertake the early help assessment with the family, you will be the lead professional until the first TAF (Team around the Family) meeting where it will then be confirmed who the lead professional will be.

The lead professional should complete the Early Help DCS DATA notification after every stage in the process, this enables DCS to identify early help needs within communities, it also enables notification of gaps in provisions.

## Other key duties include:

- Ensuring the parent, care giver, or child has given consent.
- Obtaining an Early Help UIN from the Early Help co-ordinator
- Arranging and possibly chairing the initial Team Around the Family meeting.
- Ensuring there is a minute taker identified within TAF meetings.
- Supporting the family to engage with the Team Around the Family meeting.
- Completing and forwarding the Early Help Data Notification form to the Early Help Co-ordinator at [rc-dcs-hq-wsw@mod.gov.uk](mailto:rc-dcs-hq-wsw@mod.gov.uk)
- Working with practitioners to undertake their part of the assessment and plan for support.
- Coordinating the plan for support.
- Reviewing the plan as required and highlighting any gaps in provision on the Family Action Plan including the impact of this on the child and family.
- Ensuring all safeguarding risks are highlighted, reported, and minimised.

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- Closing the case and ensuring closure report are completed, and forwarding the data notification form to the Early Help co-ordinator when early help support is no longer required.
- Consulting with the Early Help coordinator when there is drift or concerns about a child or the family.