

Health Visitor referral process

Health Visitor referral received by RH (admin) Referral details recorded on spreadsheet



S/O inclusion (DM) or Area SENCO (LR) will allocate the referral to appropriate area SENCO/inclusion support officer or Portage service, initials recorded on the spreadsheet.



Allocated officer to make initial contact with parent/carer within 10 working days. Record contact on the spreadsheet including any failed calls/visits, including any outcomes e.g planned home/setting visits, follow up. If more than two failed contacts have been attempted , Early Years Officer to liaise with Health Visitor.



During visit complete 'HV initial follow up form', ensure signatures of all present are gained.



On return to office, scan in and create a folder for that Child. Save the visit form along with the original referral in the folder and update the spreadsheet.



Send the HV referral and the initial follow up visit form via secure email to the parent/carer and HV (and nursery if appropriate) - Always put on a 'read receipt'



Once child is in a setting, the child will be placed on the 'removed' tab. Area SENCO (LR) will monitor and do this on a regular basis.



Early Years Officer to contact Parent to gain feedback re: process.