** Process for contacting social care to contribute to annual reviews**

Does the child/young person have a social worker?

**No**

* **4 Weeks** before the meeting school sends the invite to IRS Admin. If the child receives an EOTAS (Education other than at school) package SEN team will send the invites and chair meeting.

**YES**

* **4 Weeks** before the meeting takes place school contacts the social worker and copies in the team manager (outlook) to notify of the date of the review and when they need to receive the social care advice.
* If the school don’t know the name of the child’s social worker or receive no response, contact **IRS Admin** with the invite.
* IRS Admin can distribute to the correct person/team.

**Contact details**

Initial response service **0191 277 2500** [IRSadmin@newcastle.gov.uk](mailto:IRSadmin@newcastle.gov.uk)

Children with disabilities team **0191 277 4700**

Childrens social care long term social work team

**0191 278 8500**

Early Help Team 0191 211 5805 [earlyhelp@newcastle.gov.uk](mailto:earlyhelp@newcastle.gov.uk)

* Not known to social care and no social care needs identified within the EHCP

No further action.

* Documented in the plan no current needs identified.
* Social care needs identified.
* Family support officer completes advice with a telephone assessment speaking with the child/young person and parent/carer.
* If needs are requiring further assessment/support – appropriate referrals will be made to social care services.
* Plan to clearly state referral made to service and with date and name of social care service.