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| --- | --- |
| Person | Process responsibilities |
| School | School sends LIFT referral form to DisCo/LIFT admin  School sends LIFT referral form to DisCo/LIFT admin requesting Early Help attendance |
| District coordinator/Outreach manager | DisCo or LIFT admin contacts Early Help practitioner to inform of request and date of LIFT meeting (*provides EH with copy of form and/or name)*  Where wider needs are identified at LIFT, the Disco will refer to Early Help  After reading the LIFT referral DisCo feels that **no** advice/support from EH would be required  After reading the LIFT referral DisCo feels that advice/support from Early Help **might** be required  DisCo or LIFT admin contacts Early Help practitioner to inform date of LIFT meeting (*provides EH with copy of form and/or name)* |
| Early Help Practitioner | EH practitioner will respond to the school urgently  No attendance at LIFT meeting required  Attends LIFT meeting |

Early Help Interface with LIFT Process