|  |  |
| --- | --- |
| 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 HelpAfter reading the LIFT referral DisCo feels that **no** advice/support from EH would be requiredAfter reading the LIFT referral DisCo feels that advice/support from Early Help **might** be requiredDisCo 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 urgentlyNo attendance at LIFT meeting requiredAttends LIFT meeting  |

Early Help Interface with LIFT Process