

PRIVATE AND CONFIDENTIAL

Insert your address

Telephone number

Email address

[Insert name and address of local authority]

[Insert date]

**- REQUEST FOR A S17 ASSESSMENT -**

Dear Sirs

**INSERT NAME OF CHILD OR YOUNG PERSON AND DOB**

**INSERT ADDRESS**

I am writing to request an assessment of need on behalf of [insert child/young person's name] pursuant to s.17 Children Act 1989.

[Set out details of the child's disability and needs]

**We are therefore bringing [insert name] to your attention as we consider that she is entitled to an assessment of her needs by you, pursuant to section 17 of the Children Act 1989 ('CA 1989').**

**Legal Framework**

Under the CA 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare.

You will be aware that under s.17 of the CA 1989, the local authority has an obligation to safeguard and promote the welfare of children in need within their area who are in need, by providing a range and level of services appropriate to those children's needs.

s.17(10) states that a child shall be taken to be in need if:

- (a) *The child is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision of services by a local authority under Part III of the Children Act 1989;*
- (b) *The child's health or development is likely to be significantly impaired, or further impaired, without the provision of such services; or*
- (c) *The child is disabled.*

Under section 17, having regard to the results of the assessment carried out, the local authority has the responsibility for determining what services should be provided to a child in need.

**Process for undertaking an assessment**

We would be grateful if you could now undertake a s.17 assessment of [insert name] in line with statutory guidance entitled "*Working Together to Safeguard Children, a guide to inter-agency working to safeguard and promote the welfare of children – March 2013*". The assessment process is set below:

1. Within **1 working day** of a referral being received, a local authority social worker should make a decision about the type of response that is required and acknowledge receipt to the referrer.

2. The social worker should then lead on an assessment and complete it in line with the locally agreed protocol according to the child's needs and within **45 working days** from the point of referral into the local authority children's social care;
  - a. See the child within a timescale that is appropriate to the nature of the concerns expressed at referral, according to an agreed plan;
  - b. Conduct interviews with the child and family members, separately and together as appropriate...;
  - c. Record the assessment findings and decisions and next steps following the assessment;
  - d. Inform, in writing, all the relevant agencies and the family of their decision and, if the child is a child in need, of the plan for providing support; and
  - e. Inform the referrer of what action has been or will be taken.

In addition, I/my son/my daughter qualify/ies as 'deafblind' and so am/is entitled to have my/his/her needs assessed by someone who is specifically trained and experienced in deafblindness, to comply with the statutory guidance 'Social Care for Deafblind Children & Adults'.)

**Steps you are required to take**

Please confirm by return that our request has been processed and ensure that we are also provided with a copy of the needs assessment within a reasonable timeframe, and in any event by no later than 45 working days of the date of this letter.

We look forward to hearing from you.

Yours faithfully

[insert name]