

Checklist for Early Help Report (2,000 Words)

Please read the full assessment specification before using this checklist.



Use this checklist to help you identify any aspects of the task that you have missed or need to include.

Remember to plan a reward for yourself as you have worked hard and had a busy term 😊



Step	Task	Have I...?	☒
1. Understand the Task	Read and understand the task requirements	Have I read the task instructions carefully and understood what is expected?	☐
	Check the marking criteria	Have I reviewed the marking criteria to understand how my work will be assessed?	☐
2. Choose Three Local Authority Websites	Select three websites from the list	Have I chosen three local authority websites from the list provided?	☐
	Confirm that the websites contain relevant information	Have I confirmed that the chosen websites provide information about Early Help and family support?	☐
3. Research and Collect Information	Explore the websites	Have I explored how Early Help and family support is signposted on each website?	☐
	Take notes on strengths and weaknesses	Have I noted down how easy it is to find information and the quality of the content?	☐

Step	Task	Have I...?	☒
	Check for contact details and support options	Have I checked whether the websites provide contact details and practical support information?	☐
4. Use the Required Documents	Download and review the Early Help System Guide	Have I used the Early Help System Guide to understand how Early Help should be structured?	☐
	Download and review Working Together to Safeguard Children 2023	Have I used the Working Together to Safeguard Children 2023 document to understand multi-agency working?	☐
5. Write the Report	Introduction	Have I explained the purpose of the report and which three websites I selected?	☐
	Outline the report structure	Have I clearly outlined what each section of the report will cover?	☐
Explanation of Early Help	Define Early Help	Have I defined Early Help using the official guidance?	☐
	Explain the purpose of Early Help	Have I explained why Early Help is important for supporting families?	☐
Explanation of Multi-Agency Working	Define multi-agency working	Have I explained what multi-agency working means?	☐
	Explain the benefits of multi-agency working	Have I described why multi-agency working improves Early Help support?	☐
Evaluation of Websites	Assess how easy it is to find information	Have I evaluated how easy it is to find Early Help information on each website?	☐

Step	Task	Have I...?	☒
	Assess clarity of information	Have I assessed whether the information is clear and easy to understand?	☐
	Evaluate the quality of support and resources	Have I noted whether the websites provide good support resources (downloads, contact details, etc.)?	☐
	Identify strengths and weaknesses	Have I identified what each website does well and where it could improve?	☐
Comparative Analysis	Compare website strengths and weaknesses	Have I compared the strengths and weaknesses of the three websites?	☐
	Identify the most effective website	Have I explained which website is most effective and why?	☐
Conclusion and Recommendations	Summarise key findings	Have I summarised my main findings?	☐
	Make practical recommendations	Have I given 2–3 practical recommendations for improving Early Help signposting?	☐
6. Final Checks	Proofread for grammar and spelling	Have I checked my work for grammar, spelling, and punctuation errors?	☐
	Check the word count	Have I ensured my report is within the 2,000-word limit ($\pm 10\%$)?	☐
	Format the report correctly	Have I used headings, consistent fonts, and correct line spacing?	☐

Step	Task	Have I...?	☒
	Reference correctly using Harvard style	Have I referenced all sources using Harvard referencing?	☐
7. Submission	Submit before the deadline	Have I submitted my report before the deadline?	☐
	Keep proof of submission	Have I received confirmation of submission?	☐