

Early Help Module – External User Registration Form

- Please ensure that you have the following before applying to use the EHM system:
 - A current enhanced CRB or Disclosure and Barring Service (DBS) check
 - HSCB Introduction to Safeguarding training or equivalent completed within the last 3 years
 - Basic Data Protection training completed within your own agency
- Once completed, this form must be emailed FROM THE MANAGER’S EMAIL ACCOUNT to: earlyhelphub@hounslow.gov.uk with the subject heading ‘New EHM User Registration’
- This is required so that we can verify the line manager’s authorisation for the application(s).

TO BE COMPLETED BY THE APPLICANT’S/APPLICANTS’ LINE MANAGER	
MANAGER’S DETAILS	
Title (Mr/Mrs/Dr/Miss, etc.):	
Forename:	
Surname:	
Job Title:	
Name of Organisation / Service:	
Work email address:	
Work landline phone number:	
Work Address and postcode:	

Name(s) of Applicant(s)	Job Title	Sector	Work E-mail Address (MANDATORY)	Work Telephone Number (MANDATORY)	Work Address and Postcode (If different from above)
		Choose one			
		Choose one			
		Choose one			
		Choose one			
		Choose one			
		Choose one			
		Choose one			
		Choose one			
		Choose one			
		Choose one			

SECURITY INFORMATION (This MUST be completed by Manager)	
SPECIFY YES OR NO – DELETE AS APPROPRIATE	Please choose an option
Have you or an HR professional in your organisation seen a current enhanced Criminal Records Bureau (CRB) or a Disclosure and Barring Service (DBS) disclosure which has a clear status for this/these applicant(s)?	Choose an item.
Are you satisfied that the applicant(s) is/are suitable person(s) to access the Early Help Module (EHM) system?	Choose an item.
Can you confirm that the applicant(s) has/have attended Level 1 Safeguarding training or equivalent within the last 3 years?	Choose an item.
Can you confirm that the applicant(s) has/have completed basic Data Protection training within your own agency?	Choose an item.

Can you confirm that there exist within your own organisation policies/processes which outline staff responsibilities in relation to data protection and security and to which staff must comply?	Choose an item.
<p>Please tell us if any of the applicant/s above is already a registered user of Early Help Module, and the request is because they have changed roles or now work for another agency etc.</p> <p>Providing this detail will help us to update their current user account to reflect the change, rather than create a new user account for them.</p>	<p>Choose an item.</p> <p>If Yes please give their user name for Early Help Module (EHM) and previous email address used to register for Early Help Module (EHM)</p> <p>Early Help Module (EHM) User Name:</p> <p>Previous Email Address:</p>
I certify that, to the best of my knowledge, the information provided on this form is true and accurate. I am content to support the above named in their application to become users of the EHM system, and I confirm that they require access in order to carry out their professional role. As line manager for the above-named person(s), I am aware that it is my responsibility to inform the Early Help Hub when any member of staff leaves their current role, and to request suspension of their EHM system access rights.	
Manager Name:	
Date:	DD/MM/YYYY

Approval by LBH Early Help Hub Team Manager:.....

Manager Name:.....

Date:

Should you require any support to complete the Registration Form please contact:

Hounslow Early Help Hub team on 0208 583 6653 or on earlyhelphub@hounslow.gov.uk