

Transfer from Children's Social Work Services (CSWS) to Early Help (EH) Guidance



Social work undertake assessment, services provided if appropriate. Social Work with family/other professionals agree next steps within 45 working days e.g. could agree Child in Need (CIN) Plan or Child Protection (CP) Plan. Co-ordinates provision of appropriate services. Review plan and outcomes for child.

When appropriate refer to non-statutory services - 'step-down'. In Leeds this is defined as a 'transfer' to early help.

[HM Government, 2018, Working Together To Safeguard Children]

When to transfer:

No further role for children social work service.

There are outstanding needs of the child and family that can be met by universal and targeted services from early help provision.

A single or multi - agency response is required to improve the child's outcomes.

Who to transfer to:

Social worker explores with the family an appropriate early help lead practitioner

The lead practitioner should be from an agency/setting with whom the child/family has an established relationship and who has an on-going role working with the child/family - to lead an early help plan.

Social worker liaises with the potential named early help lead practitioner to secure their commitment to lead the early help plan

How to transfer from assessment:

Social worker shares the child and family assessment with the young person/parent/carer and gains consent from them for this to form the basis of the early help plan.

Social worker liaises with the early help lead practitioner to ensure a shared understanding of the outcomes and recommendations of the child and family assessment.

Social worker and early help practitioner agree what needs to be prioritised and determine realistic expectations of timescales (i.e. not all intervention can commence on immediate closure of social work due to capacity/resource within early help).

Lead practitioner progresses and registers the early help plan. Social worker clarifies if the lead practitioner uses MOSAIC for case management or not.

How to transfer from plans:

Where transfer is from an established plan (CIN/CP) the social worker uses this multi-agency meeting to ensure the team around the child/family is aligned to the transfer to early help for seamless continuity of provision for the child/family to an Early Help Plan.

Social worker shares the plan with the young person/parent/carer and liaises with the early help lead practitioner to ensure a shared understanding of the outcomes and recommendations of the plan.

Lead practitioner progresses and registers the early help plan. Social worker clarifies if the lead practitioner uses MOSAIC for case management or not.

Recording the transfer – Lead practitioner is using Mosaic:

When the social worker is at the point of **Case Closure from Assessment** or **Child Case Closure**

Use the next action steps **Case Closed to Children's Services** and **Early help: Transfer from Social Work.**

The **Early help: Transfer from Social Work** action must be assigned to the relevant early help service/practitioner.

Recording the transfer – Lead practitioner is not using Mosaic:

When the social worker is at the point of **Case Closure from Assessment** or **Child Case Closure**

Use the next action step of **Case Closed to Children's Services.**

Email the Lead Practitioner a copy of the Child and Family Assessment and, where relevant, CIN/CP Plan.