

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



When to transfer and determining who to transfer to:

***Appropriate contact person for an EH Service:**
 For most Early Help services the appropriate contact person is a lead or manager who has authority to allocate the case to a practitioner.

 In some services it may be appropriate to contact a practitioner directly, this is usually where that practitioner has responsibility for determining which cases they pick up.

- No further role for children social work service
- Family have outstanding needs 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
- Social Worker explores with the family and professional network what Early Help support or service is needed, and then liaises with the appropriate contact* from the identified EH service
- Have a conversation with an appropriate contact* from the identified EH service to confirming that it would be an appropriate referral and agreeing which children need to be supported
- **Consent: Throughout this guidance it is expected you have gained informed consent from families, so that they are in agreement and understand the decisions being taken and where support will be coming from**

Transferring from child and family assessment

Transferring from established plan

- The social worker will:**
- **Share the assessment** with the Child/Young Person/Family gain their agreement for it to be the basis of the Early Help support. On agreement share with the Early Help Service.
 - **Have a conversation with an appropriate contact* from the identified EH service to:**
 - ensure a shared understanding of the outcomes and recommendations from the assessment
 - **agree priorities 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)
 - **determine if an EH plan** is needed

- The social worker will:**
- **Share the plan** with the Child/Young Person/Family
 - **Have a conversation with an appropriate contact* from the identified EH service:**
 - prior to the final Child In Need/Child Protection meeting being held, to discuss and agree support needed, including realistic timescales for the work to begin
 - ensure a shared understanding of the outcomes and recommendations of the plan
 - Invite the Early Help service to the final Child In Need/Child Protection meeting

Identify whether the Early Help Service uses Mosaic as a case management system or not

Early Help Service using Mosaic

Early Help Service not using Mosaic

- At the point of **Case Closure from Assessment** or **Child Case Closure**, the social worker will:
- 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
 - The transfer on Mosaic should be completed for all relevant children who will be supported via Early Help and CSWS should close down any siblings who do not need an early help response / further support

- At the point of **Case Closure from Assessment** or **Child Case Closure**, the social worker will:
- Use the next action step of **Case Closed to Children's Services**
 - Email the Early Help service a copy of the Child and Family Assessment and, where relevant, Child In Need / Child Protection Plan
 - Recommendation to the lead practitioner to notify children and family service of the early help activity via Families First