

# 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

## Additional Guidance:

- **Social work will undertake assessment and provide services if appropriate.** Children's Social Work Service will work with family/other professionals to agree next steps within 45 working days e.g., could agree a Child in Need Plan or Child Protection Plan. Social work co-ordinates provision of appropriate services. Reviews the plan and outcomes for the child/ren. When appropriate they should 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 completing a child and family assessment,** the social worker should ensure that the team manager is aware of the agreed next steps with Early Help, this should be recorded in section 5, social worker's 'Recommendation and outline plan'. The team manager will then need to record the details of the agreed next steps in the Section 7 'Outcome of assessment' as this will carry through into the closure and then into the 'Early Help: Transfer from Social Work' work step.
- **Recording confirmed transfer arrangements:** social workers need to record explicitly within the child record the outcome of the conversation regarding the transfer and the name of the service (and practitioner if known), stating clearly what early help work has been agreed and the timescales for this to be progressed. If the 'Early Help: Transfer from Social Work' work step on mosaic is being used the social worker is expected to populate this with all of these details. Guidance for completing the 'Early Help: Transfer from Social Work' can be found here <https://collaboration.leeds.gov.uk/sites/BUBOHelp/MosaicProcessGuides/Case%20closure%20from%20assessment%20incl%20transfer%20to%20Early%20Help.docx>
- **Best Practice would be to invite the Early Help Service to any final meeting with the family prior to closure:** This should only be done when all the necessary prior conversations have happened, and agreements are in place with both the family and the Early Help service around timescales and expectations on support. Inviting them to the meeting will be an opportunity for the family and the other services involved to be introduced to the Early Help Service and to recap the agreed next steps.
- **Service using Mosaic:** Not all Early Help services use Mosaic so Social Workers should check where the Early Help Service primarily records their work. If the service has Mosaic access but doesn't record their assessments, plans etc directly on Mosaic, follow the 'not using Mosaic' pathway.