

Step Down to Early Help

Step Up to Children's Services

When our support and interventions with children, young people and their families no longer require social work involvement it is important that families receive ongoing support if appropriate.

Where Early Help is working with a child, young person and their family and there are Child Protection concerns, the Early Help Practitioner should ensure that families receive the appropriate support.

Step Down Process

Step Up Process

1. The social worker will book a case discussion slot at the **Early Help Step Down Clinic** by adding their details directly to the meeting agenda



1. Where Early Help is working with a child, young person and their family and there are concerns which require a social work response, the Early Help Family Worker should **raise their worries** with their Senior Practitioner.

2. The **Case Discussion** will involve the allocated Social Worker, a Team Manager from Social Work and Early Help. A date will be given to complete assessment. **A case note should be added to EHM detailing the outcome of the discussion and the rationale for decision making.**



2. Following discussion and in consultation with the Thresholds Document, the Senior Practitioner will complete a **MARF Form**, including the latest case summary and the rationale for the plan to step up to Children's Services.

3. If the case is allocated to Early Help Family Worker Team, a **transfer form** should be completed to include a copy of the most recent assessment. **The Early Help Senior Practitioner will allocate to the identified Early Help Family Worker**

3. The MASH Manager will detail the **decision making and rationale** for the child, young person and their family being stepped up to Children's Services on LCS



4. A **joint visit** should be arranged between the Social Worker and the Early Help Family Worker.



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Where there are any **disputes** as to which service is right for the child, young person, and family, Operational Managers for Early Help and MASH should jointly review cases.

Referrals to MASH which result in allocation to Early Help are NOT Step Downs