Targeted Services- Step Down from a CP Plan to a TAF Plan Process Map

Practice Note

- When considering a case to be stepped down notice to the COG needs to be as early as possible to ensure the COG worker can attend the CP Meeting
- Notification via email must go to the COG email addresses
- If there are disagreements about step-down and agreement for step down cannot be reached the **dispute resolution** must be used. There must be not be inappropriate case notes on children's files about the disagreements.
- Targeted Services should attend the CIN Review Meeting when step down is being considered. It is important that the family consent to the plan and partners and family are aware of the plan moving forward.
- Where the family do not consent to a Step Down TAF Plan then the case may close but it is important that the risk/ need is known and there is a clearly recorded rationale and decision as part of the management oversight and decision making process. Every effort must be made to engage and build a relationship with family to facilitate either a CP/ TAF Plan.

It will only be in exceptional circumstances that a case will be stepped down from CP to EH

See Child Protection Process Map

Targeted Services workers should always be invited to the final CIN Meeting when step-down is being considered.
Agreed by all parties at the CIN Meeting.
Case moves from LCS to EHM.

Early Notification to COG Team

- Email to COG manager for discussion of step down to COG email address
- Telephone discussion to discuss case
- Confirm next CP meeting
- Timescale: within 3 days of identification for step down

Resp: TM

Notification of Requested Step Down

- Check COG email box
- Review case on LCS and check threshold
- Telephone discussion to discuss step-down with SW
- Record agreed outcome on LCS
- Identify prospective allocated worker
- Timescale: within 3 days of email

Resp: COG Manager

Step Down Agreed

Step Down Not Agreed

Practice Note
Every effort must be made to ensure that this joint visit happens both by the SW and the TS Worker

Joint visit to child and family

- Allocated SW and prospective allocated TS worker meet family
- Discussion of transition from CP Plan to TAF Plan
- Ensure consent is in place
- Record visit on LCS
- Timescale: within 5 working days of agreed step down

Resp: SW

Parents Consent

Parents do not consent

Child Protection Review Conference

- CP Plan is agreed/ reviewed/updated at the CP meeting
- Book date of next TAF meeting (if agreed)
- Book date of CP Plan visit with parents/ child
- SW takes notes of the meeting
- Timescale: See CP Process Map for Timescales

Resp: SW

Parents Consent

Parents do not consent

Review Child Protection Conference takes place

- Please see Child Protection Plan process map

Step Down to CIN

- IRO to transfer case to CIN to allow Step down to EHM stage to be initiated

Resp: IRO

- Complete referral to EHM on LCS and finalise (auto sent to TM)
- Select documents and case notes (see Practice Note)
- Timescale: within 2 working days

Resp: SW

Practice Note
When checking and selecting documents and case notes ensure you refer to Step Down Checklist (on Tri-x)

Authorise Step Down

- Check referral to EHM
- Check document and case notes (see Practice Note)
- Click 'authorise' button
- Auto alert sent to EHM (by LCS)
- Timescale: 2 working days of being sent EHM referral

Resp: TM

EHM Check

- Review task in the Transfer from LCS worktray
- Review all documents and child's file on LCS
- Case note on LCS requesting LCS closes
- Timescale: 1 working day

Resp: EH Senior Co-ordinator

Accept

Rejecting

Practice Note
It will only be in exceptional circumstances and after a discussion with the TM/SW that a case will be rejected. Every effort must be made for a smooth transition

Targeted Services for allocation and TAF Plan and Targeted Services Support See

CSC

- Case closes on LCS
- Letter to the family
- Timescale: within 5 days of LCS case note

Resp: SW