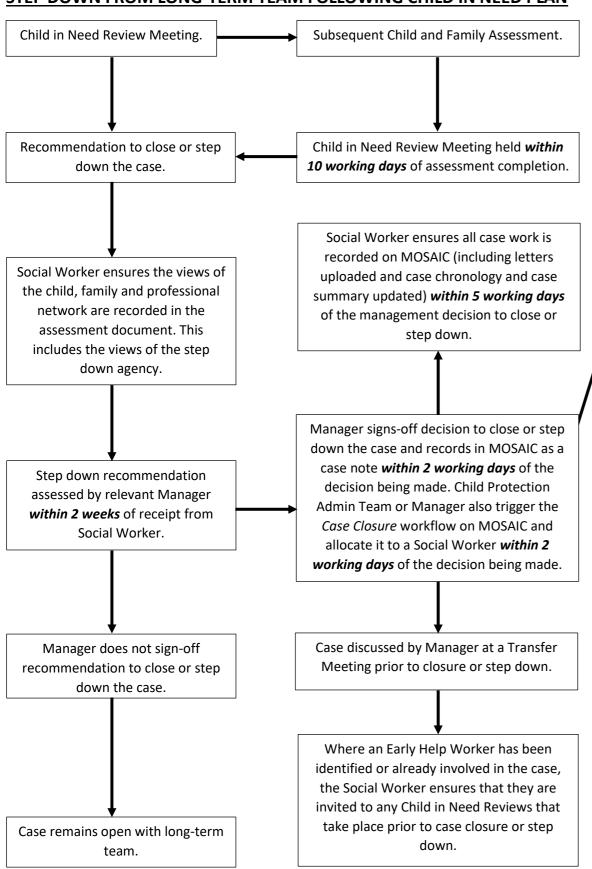


EARLY HELP: STEP DOWN PROCEDURE

STEP DOWN FROM LONG-TERM TEAM FOLLOWING CHILD IN NEED PLAN



Case Closure workflow completed and tasked to a Manager for approval within 5 working days of allocation to Social Worker. In instances where a case is stepping down to Early Help, the workflow will be completed and tasked to an Early Help Manager within 2 working days of allocation to Social Worker.

Where case is closed, Manager adds end dates for any Social Work involvement or service user groups within 1 working day. Case Closure workflow copied to all siblings within 1 working day. Where case is stepped down to Early Help, the identified Early Help Worker is allocated on MOSAIC.

Goodbye visit to family within 5 working days. Early Help Worker attends for handover and to agree a time limited Early Help plan with the family.

Formal letters sent to family and involved agencies to confirm case closure by Social Worker or Admin Team *within 1 working day*.

Manager adds case note to MOSAIC to indicate closure or step down within 1 working day of completion of closure episode.

STEP DOWN FROM DTA TO EARLY HELP FOLLOWING ASSESSMENT

