EARLY HELP HUB

Case remains in Early Help.



EARLY HELP: STEP UP PROCEDURE

Locality Team or DTA.

DUTY MANAGER OVERSIGHT

Duty Manager reviews

consultation/MARF from Early Help

and Duty Social Worker

recommendation.

EARLY HELP CASE

Early Help Worker confirms limited change over 6 week period in case where:

- High level risks continuing; or
- Increase in risk and safeguarding concerns; or
- No engagement with the plan to meet the outcomes.

MANAGEMENT OVERSIGHT

Early Help Management Oversight recorded on MOSAIC by Early Help Manager, including:

- Reason for concern about change in risk, nonengagement, or no change.
- Decision about next steps.
- Professional judgement as to whether safeguarding concerns are attributable to the parenting they are receiving.

Early Help Manager consults with Duty Worker about Early Help Worker's proposal and rationale and confirms proposed next step.

OR

Early Help Manager confirms Multi-Agency Referral Form (MARF) with Duty Worker.

OR

Where there are immediate safeguarding concerns, the Early Help Manager contacts DTA.

Multi-agency and family views must be incorporated in the Early Help Management Oversight recorded on MOSAIC.

Case presented at Early Help Hub MANAGEMENT OVERSIGHT after it has been worked by Early Help Management Oversight recorded on MOSAIC by Early Help Manager, Referral Coordinator or Duty, including: Triage and Assessment (DTA) Worker. • Why there is a concern about the allocation to Early Help. The risks/needs identified. **DUTY MANAGER OVERSIGHT** Early Help Manager sends Duty Manager reviews the decision and recommends action request to Duty Manager within 48 hours of receipt from the Early Help Hub. The Duty for a review of the decision Manager must also record the Management Oversight on and to recommend action. MOSAIC within the same 48 hour period, confirming the decision to be made and the action required. Early Help workflow closed. Early Help role may cease, or may change to Family Support if a plan of work is agreed – in which case the Early Early Help Worker records step-up Help Worker is added as another **EARLY HELP WORKER** to complete the Early Help professional on MOSAIC. workflow. A family meeting is Early Help work may continue in addition convened to re-address the to Family Support, where appropriate. concerns, with focussed action planning and If re-referred within 3 months, the management of worries. Duty Manager will trigger a Child & Family Assessment from the referral and the case will be allocated to Early Help Worker records

step-up to complete the Early

Help workflow.

ALLOCATION TO DTA

If the thresholds are met, the case is

allocated to a Social Worker to conduct a

Child & Family Assessment.