**Torbay Early Help processes**

**Step up / step down agreed processes**

**Step down process from Single Assessment Team**

SAT - as a result of single assessment resulting in no further action at level 4 but high level of need requiring a level 3 coordinated response

**Process to enable family to be discussed at level 3 early help panel**

1. Social worker completes analysis on Single Assessment that includes rationale behind decision to step down alongside Signs of Safety tool. *Team Manager records manager’s* analysis *confirming threshold met for level 3 intervention.*
2. Case to be discussed between level 4 and level 3 manager and confirm all social work processes complete – this will enable challenge and scrutiny to resolve any issues at this stage to prepare for panel discussions.
3. Social Care Team manager refers on to Early Help using Early Help Referral and copies the email information into referral description. *Social Care Team manager in Social Care Referral records action: recommend*

*stepping down*

1. Prior to the panel, social worker to ensure consent for level 3 early help has been sought. *Panel slot to be confirmed to social worker.*
2. The case will be presented at the panel by the social worker who will present the case summary, answer any questions and be involved in the formulation of the plan at the meeting. Agreement will be reached at the panel on whom the lead professional will be and ensure contact is made with the family.
3. Following the meeting the case will be closed to level 4 by the ‘*Social Care Team manager closing the Social Care Referral’*.
4. *The information on the* *lead professional will be added to PARIS by level 3 manager.*  This will include name agency and contact number, this being particularly important for any further contact made to MASH.

**Step down process from Safeguarding and Supporting Families Team and CWD team**

SASF/CWD team – no further action in respect of CP/CIN plan – outcomes achieved to evidence level 4 interventions no longer required but high level of need requiring a level 3 coordinated response

1. Social worker agrees no further need for statutory intervention with manager. *Social Care team manager records a management oversight and decision on PARIS confirming threshold met for level 2 or 3 intervention. If agreement level 2 then case should progress to final CIN meeting with identified lead professional to have oversight at level 2.*
2. Referral made to Early Help. Social worker to present the case to Early Help panel for further information gathering and multi-agency discussion to confirm lead agency. Lead agency agreed with confirmation that the final CIN/Core Group meeting will be attended by named professional who will continue to coordinate the plan.
3. The information on the lead professional will be added to PARIS by level 3 manager. This will include name agency and contact number, this being particularly important for any further contact made to MASH.
4. Final Core group/CIN meeting held with confirmation of case transferring for Team around the Family coordination. Social worker and lead professional book date for next Team around the Family meeting to be held in the community.
5. Following the meeting the case will be closed to level 4 by the ‘*Social Care Team manager closing the Social Care Referral’*.
6. Case to continue with on-going monitoring and review by early help team.

**Step up processes from level 3 to level 4**

1. If information comes to the attention of the lead professional about a child / family that they are working with and this is new information that is of concern they should discuss with their line manager as per safeguarding processes.
2. The worker and team manager should agree whether this information causes concern and needs to be considered for a level 4 statutory intervention. If this is the case, a contact should be made to MASH, (as per the operational procedures). MASH will triage this information against the thresholds and will advise the lead professional of the outcome, (regardless of whether lead professional is internal or external member of staff). If a statutory intervention is required, it will pass to the Single Assessment Team or other relevant service. If the outcome of the MASH discussion is that the case remains at level 3, then this information will be shared with the lead professional.
3. If MASH receive information from another source other than the lead professional, then the same approach will apply. MASH will triage the new information against the thresholds and decide whether the case remains at level 3 or whether it requires a level 4 statutory response. *This information will be conveyed to the lead professional for the level 3 case. Early Help will be notified by MASH so they can close the level 3 referral.*

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