

Step Up/Step Down Request and Decision Record Form

To be completed by the current lead professional

Child(ren):	Identifier- eldest child only

Allocated Caseworker:	
Date of form completion:	
Step up/down?	
Date of discussion with parents and consent gained:	
Parents views about step up/down:	
Date TAF members notified of step up/down discussion:	
Date of last assessment:	
Date of last Team Around Family/Plan updated meeting	
Up to date chronology on LL:	
Date children last seen:	

Is the case summary updated?

Has there been a FNWM/ FGC?

What are we worried about?

Step up – Please attach appropriate evidence document or give brief summary highlighting concerns

Step Down –Please attach upto date plan identifying outstanding work

Document	Y/N	Notes/explanation
FNWM		
Safety Plan		
Harm Matrix		
Engagement Toolkit		
Graded Care Profile		
CE Matrix		
Sexual Harm Matrix		
DASH assessment		
CSE Matrix		
Other		

Summary (if required)

What work had been attempted/completed? (use bullet points) include whether successful or not and dates if applicable.

Is the safety plan on LL or incorporated into the family plan?

Yes No

Outcome of step up/down discussion:

Date of transfer

Agreement as to who will inform family of transfer

New allocated worker

Name of team manager agreeing step/down

Team Co-ordinators/Business Support

Team Co-coordinators/Business Support recording step up/step down meetings must ensure a copy of this form is uploaded onto the child's file in the document store on Liquid Logic.

Team Co-coordinators/Business Support must also enter a case note directly onto Liquid Logic detailing any decisions relating to step up/step down of their team cases