

## Step Up & Step-Down Flowchart

### Families First/Young People's Service, ASET, Children with Disabilities Team and the One Point Service

SW/One Point Worker to discuss child and family for step up/step down with manager



FF/YPS /ASET/CWD/OP Manager identifies and agrees child and family for step-up/step down



SW/OP Worker completes step-up/down form and submits to manager 48 hours prior to meeting (where possible) forms attached to include the Child and Family Plan when stepping down and evidence tools for statutory involvement when stepping up  
Worker to update child's records on LL



FF/YPS /ASET/CWD /OP Team Manager QA's Step-Up/Down form and sends to Team Co-ordinator 24 hours prior to meeting



Step-Up / Down Meeting held  
Team Co-ordinator (FF) takes minutes



Child and family stepped-up / step down within 24 hours of decision or mutually agreed timescale  
Handover process arranged between workers  
Sign off by Team Manager  
Where agreement is not reached the escalation process will be instigated with referring Team Manager to discuss with their Operations/ Strategic Manager within 24 hours



Team Co-ordinator to upload to LL within 48 hours