

## Step Up & Step-Down Flowchart

Families First, 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/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/ASET/CWD /OP Team Manager QA's Step-Up/Down form and sends to Team Co-ordinator to circulate agenda 24 hours prior to meeting



Step-Up / Down Meeting held and decision agreed  
Joint visits should not be undertaken to inform decision making. Joint visits should only be undertaken under circumstances in which this would support the developing relationships between family and workers and with the explicit consent of parents. If there is uncertainty about threshold, a mapping exercise should be completed as part of the step-up/down meeting.  
Team Co-ordinator (FF) takes minutes



Child and family stepped-up / step down within 24 hours of decision or mutually agreed timescale and clearly recorded on Liquid Logic.  
Handover arranged between workers, handover visit must be arranged within 48 hours and be completed within 5 working days  
Next TAF should have been arranged by previous worker and date/time passed over. A handover TAF where both workers attend would be seen as best practice where possible but should not delay transfer.  
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 - with case note in LL and EHM that case has been discussed and minutes to be uploaded to the document store