**Step Up/Step Down Request and Decision Record Form**

**To be completed by the current lead professional**

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| **Child(ren):** | **Identifier- eldest child only** |
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| **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** |
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| --- | --- | --- |
| 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 |  |  |

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| Summary (if required) |

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| --- |
| **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