**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** | |
| |  |  |  | | --- | --- | --- | | 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) | |

|  |  |
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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