**Step Down to Early Help and Step Up to Children’s Services**

**We will ensure that decision making with respect to children, young people and their families stepped down to or up from Early Help is appropriate. We will ensure there is clear rationale and sign off recorded of Managers’ decisions, which ensures children, young people and their families receive the proportionate and timely service in response to assessed needs.**

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| **Step Down to Early Help**  When our support and interventions with children, young people and their families no longer require statutory involvement it is important that families receive ongoing support if appropriate  When Children's Services intends to step out of working with a child or young person, it is important to discuss with the child, young person, and their family along with professionals involved to agree if a step down to Early Help services would be beneficial. The allocated social worker should gain consent from the child, young person, and their family for Early Help Services to continue the plan and seek agreement on who will take on the Lead Professional role. | **Step up from Early Help**  Where Early Help is working with a child, young person and their family and there are immediate child protection concerns, the Early Help Practitioner should alert their line manager. The Early Help Manager will telephone the MASH and have a conversation and once an agreement has been reached the child or young person will be stepped up to Children’s Services or not.  The MASH Manager will detail the decision making and rationale for the decision on Mosaic. |
| **Process to Step Down**  The social worker will contact the Duty Team Manager in Early Help at the earliest opportunity and agree a time for a case discussion **within 5 days of this contact** – confirming this by email with the latest case summary and the draft plan for Early Help.  **Step Down Case Discussion**  The Step-Down Case Discussion will involve the allocated Social Worker, their Team Manager with the Early Help Manager, and ideally with the identified Early Help Worker.  If it is agreed by Early Help to accept working with the child or young person, the social worker that is stepping out, will invite the Early Help Practitioner to the final CiN Meeting or Family Meeting and conduct a joint visit with the new Early Help Worker.  Following the joint visit (**which should take place within 5 working days of the agreement to step-down)** a letter should be sent to the family from the social worker to confirm arrangements.  Where there is a dispute as to Early Help being the right service for the child, young person, and family – the Social Work Team Manager is responsible for speaking to their Service Managers to agree a way forward.  **Case review for Step Down cases**  As part of the decision making and rationale for Early Help accepting to work with the family, a review meeting must be agreed to take place within 4 weeks of the hand over or earlier if there are concerns regarding the families’ engagement.  The Review Meeting will be chaired by the Early Help Manager with the Social Worker and their manager who stepped the family down to Early Help. The focus of the meeting will be to ensure the plan agreed at step-down is being implemented and attend to any concerns regarding the families’ commitment to engagement. | **Process to Step Up**  Where Early Help is working with a child, young person and their family and the concerns are enough to step up to Children’s Services but are not immediate child protection, then Early Help practitioners should raise their concerns with their Team Manager in the first instance.  Following this reflective discussion and the plan is to step up to Children’s Service, the Early Help Team Manager will email the MASH: Step Up email MASH-StepUP@richmondandwandsworth.gov.uk with the latest case summary and the rationale for the plan to step up to Children’s Services.  **Step Up Discussion**  The MASH: Step Up email box is reviewed by MASH Business Support and **an invitation for a Case Discussion will be sent to the Early Help Manager within 1 working Day.**  The Step-Up Case Discussion will include the MASH Manager, the Early Help Manager, and the Early Help worker.  Following agreement by the MASH Manager to accept working with the child or young person in Children’s Services the Early Help Worker that is stepping out, holds responsibility to invite the Social Worker of the Service agreed to conduct a joint visit with the Early Help Worker.  Following the joint visit (**which should take place within 5 working days of the decision to step-up)** a letter should be sent to the family from the Early Help Worker to confirm arrangements.  Where there is a dispute as to Children’s Services being the right service for the child, young person, and family – the Early Help Team Manager is responsible for speaking to their Service Managers to agree a way forward. |
| **Mosaic**  The Early Help Manager will detail the decision making and rationale for the agreement or not to the child, young person and their family being stepped down to Early Help Services on Mosaic.  Once the above process has taken place the Social Worker or Team Manager working with the family will assign the Early Help Plan and Visit Mosaic workflow to the identified Early Help Practitioner. | **Mosaic**  The MASH Manager will detail the decision making and rationale for the agreement or not to the child, young person and their family being stepped up to Children’s Services on Mosaic. |