EARLY HELP: STEP UP PROCEDURE

EARLY HELP CASE

Early Help Worker convenes a review meeting.

In cases where high levels of risk continue, increased safeguarding concerns are evidenced and/or there is no engagement with the plan to meet the outcomes, the worker will discuss with their manager.

MANAGEMENT OVERSIGHT

Early Help Management Oversight recorded on MOSAIC by an Early Help Manager, including:

- Reason for concern about change in risk, non-engagement or no change.
- Decision about next steps.
- Professional judgement in relation to any safeguarding concerns.

Where there are safeguarding concerns, Early Help Worker discusses next steps with their line manager, completes a Multi-Agency Referral Form (MARF) and sends to Triage@wokingham.gov.uk

Where safe to do so, parents should be made aware of the MARF and give consent.

Multi-agency and family views should be incorporated in the MARF and in the Early Help Management Oversight recorded on MOSAIC.

MASH MANAGER OVERSIGHT

MARF sent by the Early Help Worker to the MASH Team and processed as an initial contact on Mosaic.

A MASH Duty Worker and/or manager will review the MARF, gather further information as necessary and consider threshold

Has threshold for a completion of a Child & Family Assessment been met?

NO

Consultation held between MASH and Early Help Managers. When agreed threshold has not been met, case remains with the Early Help Team and work continues.

Initial contact closed with no further action by the MASH Manager.

Early Help Manager to agree next steps with worker. This may include Group Supervision MASH Manager agrees threshold has been met for completion of a Child & Family Assessment. To be completed by the Referral & Assessment Team.

YES

Early Help Worker completes the step-up to Social Care step on Mosaic to end the Early Help Workflow.

Where Early Help: Have a relationship with the family and can support them while a Child & Family Assessment is completed; or are in the process of completing an agreed intervention, the Early Help Manager will add the worker as another professional on MOSAIC.

Otherwise, the file will close to Early Help.

Date: March 2023