WOKINGHAM BOROUGH COUNCIL

EARLY HELP: STEP DOWN PROCEDURE

Child & Family Assessment commenced (***45 days to complete***)

Social Worker and Social Work Manager agree a recommendation to step down to Early Help for further work, which is recorded by Social Work Manager ***within the 45 day assessment period.***

Within 5 working days of assessment's conclusion, Social Worker shares the recommendation with family and seeks written consent to share findings with the Early Help Team

Social Work Manager circulates Case Transfer Document the day before Case Transfer Meeting (*held on Friday*), with summary of assessment included.

Social Worker provides summary of assessment at ***next weekly Transfer Meeting***.

Transfer meeting (held Friday AM) attended by an Early Help Manager

Early Help Manager attends Early Help allocation meeting (*held on Monday AM*).
Case is discussed and support agreed.

Early Help Manager provides name of allocated worker by the end of the working day after the Case Transfer Meeting (*Monday*).

DTA Manager records decision to step down on MOSAIC ***within 2 working days***.

Early Help Manager to add case note from transfer meeting on MOSAIC.

The allocated Early Help Worker makes contact with the family to let them know they will be working with them and arrange an initial home visit.

Early Help to work the case as per Early Help Procedures.