

Step down Process to Early Help Family Worker

Case management discussion - potential step down agreed between Social Worker and Team Manager.

Social Worker must ensure that there is an up to date assessment and plan to step cases down; either a C & F that has been completed within the last 3 months or a CIN plan that has been reviewed within the last month. If not, the C & F should be updated or an EHA should be completed.

Allocated Social Worker to attend professionals step down consultation, provide the family details, reason for referral into CS, identify outstanding concerns (taking consideration of the Supporting Families criteria) and what ongoing support is needed (this should be done using the agreed step down form

https://docs.google.com/document/d/111Pm2TXhyLWnSmxdkq7yKfRRpQNXyh3I9KoRN_19PB4/edit?usp=sharing

Worker should have a provisional step down meeting date booked, within 1 -2 weeks of the step down consultation, and provide the date time and venue of this at the step down consultation so that an EHFw can be identified to attend where case is accepted for step down. If the case is not accepted, this meeting can be either cancelled or used for step down to a partner agency.

If the case is accepted for allocation to EHFw team, the step down meeting is to be held with Social worker, family, EHFw and any other relevant professional involved with family to discuss the plan moving forward and to introduce new worker, within 1 (minimum) - 2 (maximum) weeks of the professionals step down consultation

If family circumstances change before SW transfers (ie there is a further Safeguarding referral or family withdraw consent) then Social Worker should contact EHFw and advise them of this change

Social worker completes case closures and referral to ECAF within 3 days of the step down meeting with family and professionals.

Referral comes to the Social Care Step Down tray to be checked and reassigned to the EHFw team. If there is information missing or outstanding actions (ie no meeting date / Lead Professional not identified) then the referral to ECAF will be sent back to the Social Worker's tray with information to advise of what needs to be done. Once the information is complete, the Social Worker will need to repeat last step - i.e. case closures and referral to ECAF.

If missing information / actions required are not completed within timescales - ie meeting booked within two weeks and referral to ECAF / case closure within three days of the meeting, the case will need to be discussed again at the next step down consultation.

Where a C & F has been completed, information pulls through into the EHM

In cases where CIN plan is used as step down document, a copy of this will need to be provided to the EHFw so that it can be uploaded onto the EHM and the actions transferred into the EHA plan. Reference will need to be made to the case being stepped down from CIN in the plan and actions can be updated at the first TAF if necessary

Before closure, Social Workers is to confirm with allocated EHFw that the documents are present on EHM

Once confirmed, case to close on ICS. Case responsibility to remain with the allocated Social Worker until case is closed.

EHFw will make contact with the family within 48 hours of case arriving in the EHFw tray. EHFw starts work with family and records on EHM,