

New Early Help Assessment Step- Down – Updated Guidance March 2021

Go live date: 22nd March 21

<p>When an assessment of a child's needs has been completed by Social care.</p>	<p>Children/ young people who need help at 'intensive' level (level 3)</p>	<p>Where a decision is made following a s47 or Child & Family Assessment that the family have remaining needs are at 'Intensive' (Level 3) that could be met by Early Help, the social worker will discuss this with the parent/ young person. If they are in agreement with a step-down to Early Help, the social worker will obtain written consent, identify a key person with the family, complete an Early Help Assessment step-down plan, and following a discussion with an early help co-ordinator, send it through to the Early Help Co-ordinator team within two weeks.</p> <p><i>Any outstanding work being undertaken by social care family support should be completed before transfer.</i></p>
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Ref: Signs of Safety Practice Guidance, Herefordshire, Jan 2021

Roles and responsibilities

Social work manager.

- To ensure that all social workers in their team have been given guidance on the procedure for Step down.
- To ensure all work is completed by social worker before Step down and closure.
- To ensure that step down is completed and case closed within 10 working days timescale.

Social worker

- To ensure that any outstanding work is completed by the EHFSW before stepping down.
- To liaise with step down early help co-ordinator to formulate a plan for support
- To ensure the family is shown the step down plan, is in agreement with actions and consent is obtained before the case is closed to social care.
- To ensure that the nominated Key Professional (KP) has been consulted about their role with the step down plan.
- To complete the step down within 10 working days.

Early help co-ordinator manager

- To escalate any step-downs not received within 10 days of the closure.
- To liaise with social care workers or managers regarding any unresolved queries.

Early help co-ordinator

- To be available for Tuesday morning step-down drop-in or arrange cover.

- To support and advise social workers regarding early help support available.
- To liaise with social care workers regarding any queries.
- To process the step down on Mosaic and open to early help.
- To liaise with key professionals and process any referrals to family support.
- To review the progress of family at four consecutive multi-agency meetings (MAGs).

The Early Help Assessment Step Down has been reviewed in line with Signs of Safety and group working.

The step can now be started via a sibling group (or created as a result of a Social Care Closure) to save duplication of work.

To start steps from a sibling group just select the green cross icon within the current work panel circled below:

The screenshot shows a software interface with two main sections. On the left is a 'Sibling' table with the following data:

ID	Name	Date of Birth	Gender	Start Date	Actions
603918	Paul White	06/08/2020 (7 months old)	Male	26/02/2021	[Red Stop Icon]
603917	Paula White	03/02/2012 (9 years old)	Female	26/02/2021	[Red Stop Icon]

Below the table is a navigation bar with 'Showing 1 to 2 of 2 entries' and buttons for 'First', 'Previous', 'Next', and 'Last'. To the right of the table is an 'Address(es)' section showing 'Paula & Paul White' at '1 Plough Lane, Hereford, HR4 0ED'. To the right of the address is a 'Current Work' panel containing three items: 'Social Workers report for first looked after review' (Carrie Guest), 'Looked after visit' (Carrie Guest), and 'First Looked After Review' (Rob Kyle). A green cross icon in the top right of the 'Current Work' panel is circled in red.

Section 3 has been reworked to pull the four mapping areas from your most recent Assessment and Plan but can be edited if updates are needed:

The screenshot shows a 'Sections' sidebar on the left with the following items:

- 1. Family Details and Consent
- 2. Summary of Presenting Needs
- 3. Early Help Assessment - Part 2 (Active)
- 4. Actions Taken

The main content area is titled '3. Early Help Assessment - Part 2' and contains a 'Mapping' section. Below the 'Mapping' section are four text input areas:

- What are we worried about? - wellbeing concerns
- What's working well? - Existing strengths
- Complicating Factors
- Existing wellbeing

The wellbeing plan within this section should include details of work required with the family.

Wellbeing Plan (please complete with family)		
- What needs to happen - including by whom	Outcome	Achievable Timescale

Details of Key Person involved in Early Help Assessment

Insert details of the person consulted to lead on this step down. This should be agreed with the family and the nominated key person.

To finish.

As with all group steps you will be able to set the next action of 'Open to Early Help' for all children from the one-step.

For a more in-depth guidance, please refer to document '**step down to early help on Mosaic**'