

Cases transferring from Children’s Social Care to Early Help

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|  | Allocated Social Worker to invite Locality Early Help to CIN Meeting or if main issues are with a child under 5, invite children Centre Early Help senior via Eclipse form CHILD: REQUEST LEVEL OF NEED REVIEW MEETING REFERRAL **2 weeks** prior to date of meeting. Form to identify possible ongoing support needs if the case was to step down at CIN meeting. |  |
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|  | CIN Meeting - assessed need/s to be considered and discussed at the meeting - plan to be agreed by all agencies. Purpose of meeting is to discuss the progress of the CIN plan and if all agencies agree that the needs/actions have been met and the case is ready to step down. |  | CIN minutes/plan to inform MAP which **must** include what is required of level 2 support and a risk assessment to be completed.Not all cases that are stepping down will require a MAP. A MAP is only applicable if there are multiple agencies involved. A MAP is not a monitoring tool. Clear ongoing actions must be identified at the step down meeting if MAP support is to continue.  |  |
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| Family remain Level 3 - case to remain open to CSC |  | Family require Early Help |  | No current need/s identified - universal entitlement | Social Worker to circulate minutes/plan within 2 weeks of CIN Meeting |
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|  | Family has remaining needs and requires ongoing support Multi-agency plan (MAP) – Level 2It is the social workers responsibility to discuss the step down process with the family to ensure they understand what they are consenting to, should the case step down to Level 2 support. This also demonstrates the families’ level of commitment to engage with level 2 support. This should take place prior to the CIN meeting.  |  | Family has outstanding needs to be met within universal plus - possible signpost to other service or level 2 support without MAP needed |  |
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|  | * It is not just Locality that holds step down cases with a MAP. Other agencies are in the process of being MAP/Eclipse trained so should be considered where appropriate. If you are unsure about who is the most appropriate service to take the lead, then please discuss this with a senior **prior** to the CIN meeting and they will advise you.
* Locality teams or children centre teams will not agree to take a case if a parent/s do not attend the step-down meeting. This is due to us not being able to check that parents are consenting to Level 2 support. An increasing number of cases disengage with support following a step down and one factor is if parents do not attend the last meeting.
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