

Step down

Social work cases can be stepped down to early help following:


- A **Social work C&F assessment** that ends in NFA for the SW service
- At a **CIN review meeting** where the case is to be closed to the SW service and passed to early help

The process is as follows:

1. SOCIAL WORK PROCESS

Child and Family Assessment

Social worker completes the outline step down plan in the Child and family assessment

Case to be closed after assessment – NOT to be used for Repeat Assessments
Date of Closure <input type="text"/> 
Reason for Closure -- Please Select -- <input type="button" value="v"/>
If Other, please specify <input type="text"/>
If case is being stepped down, please specify the service taking the lead -- Please Select -- <input type="button" value="v"/>
If Other, please specify <input type="text"/>
Outline step down plan
<i>This should be a list of numbered recommendations setting out how the family will continue to be supported by early help services</i>
<input type="text"/>

And the new *Summary of concerns and child's needs that require support from an early help service* section in the Child and family assessment

Summary of concerns and child's needs that require support from an early help service

Only complete if the case is being stepped down to an early help service

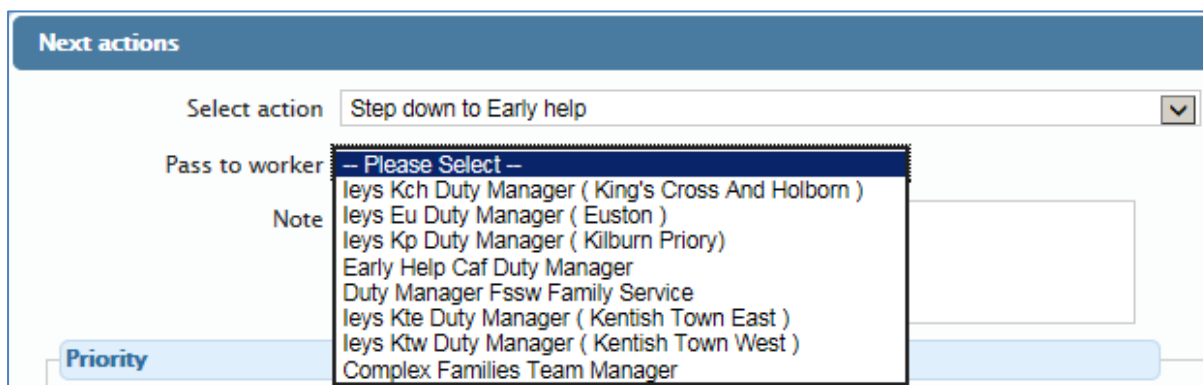
CIN Review – Chairs Report

Social worker/Chair of meeting completes outline step down plan in the Chairs report

Outline step down plan
<i>This should be a list of numbered recommendations setting out how the family will continue to be supported by early help services. Please do not complete a CIN plan for the family.</i>
<input type="text"/>

Next action

The next action for the all of the steps above will be *Step down to Early Help*. It is important to ensure that the step is passed to the relevant Early Help Duty manager



The screenshot shows a form titled "Next actions". At the top, there is a dropdown menu labeled "Select action" with the value "Step down to Early help". Below this, there is a section labeled "Pass to worker" with a dropdown menu. The dropdown menu is open, showing a list of options: "-- Please Select --", "leys Kch Duty Manager (King's Cross And Holborn)", "leys Eu Duty Manager (Euston)", "leys Kp Duty Manager (Kilburn Priory)", "Early Help Caf Duty Manager", "Duty Manager Fssw Family Service", "leys Kte Duty Manager (Kentish Town East)", "leys Ktw Duty Manager (Kentish Town West)", and "Complex Families Team Manager". To the left of the dropdown menu, there is a label "Note". At the bottom left of the form, there is a label "Priority".

Closing stepped down cases

For NFA Assessment cases the Assessment will then need to be authorised by the supervisor/manager.

For CIN review cases the SW will need to complete a Closing summary and the case can then be closed to the SW service.