

Step Down to Early Help Process- Partners as LP

Sept 2021

Step down to Early Help includes;

1. Step Down to Early Help- external partner agency as LP
2. Step Down to Early Help requesting Targeted Early Help Service
3. Step Down to Early Help- other Bolton Council service as LP (none Targeted Early Help Service, e.g. EIT, Behaviour Support etc)

Social Worker assesses case can be safely closed to statutory services but would benefit from ongoing additional support through Early Help. Consent from the family to receive Early Help support needs to be sought and recorded in case notes.

Social worker begins Step Down planning and considers the most appropriate LP in discussion with the family and multiagency colleagues. Step Down, wherever possible and appropriate, will be to an agency the family already know and have a relationship with.

Early identification that the case is getting ready for closure will ensure opportunity for transition planning to Early Help.

Where the family already know the LP identified, transition of the case should occur through the Review meeting where possible, or joint home visit.

Where the family do not know the new LP identified, the new LP should be invited to the next review meeting. Where this is not possible, a joint home visit with the Social Worker and new LP should take place, to introduce the family to the new LP.

Step Down to Partner Agency as the new LP (Early Help support)

Social Worker shares with new LP a clear action plan detailing what ongoing support the family requires and minutes of the last Review meeting.

Where appropriate and relevant, a copy of the C&F assessment can be shared **with consent** from the family.

Social Worker emails case details to earlyhelp@bolton.gov.uk and Early Help admin open an EHA record.

Social Worker closes case on Children's Services system

Early Help work progresses within the Team Around the Family (TAF) process. New LP submits TAF/Review documents to EH database as per the usual process.

Initiation of an EHA is **not** required for cases stepping down with a C&F assessment and plan