



## Cumbria Safeguarding Children Partnership Step Down Process

Support from Children's Services to close

The Recommendation to 'Step Down to Early Help, (EH), support will be discussed at the second to last Child in Need, (CIN) or Child Protection, (CP).

Consent to Step Down will be sought and the Parent and Child information leaflets given to the family.  
Family consent to 'Step Down' to Early Help Assessment

**CP** - At the Child Protection Case Conference the final decision to 'Step Down' is agreed and the co-ordinator confirmed.

Early Help Co-ordinator will arrange the first Team Around the Family meeting, (TAF), following the case conference.

**CIN** - The final CIN meeting will become the first TAF of the "Step Down" to Early Help. This meeting will be chaired by the social worker.

In both instances, if the identified co-ordinator is not present the social worker will arrange a 'handover meeting' with the identified co-ordinator.

Wellbeing and Success Goals that remain from the CIN/CP plan will be transferred by the social worker to the Early Help Action Plan.

There is no need for the identified co-ordinator to complete the full Early Help Assessment.

The identified Early Help Co-ordinator arranges the Team Around the Family meetings from this point.

Team Around the Family meetings continue until needs are met or can be met by a single agency.

(If further needs emerge or TAF need advice and guidance a referral can be made to the Early Help and Family Support Panels).

Early Help Coordinator completes Early Help Assessment online Closure Form.