

Statutory Service* Step Down Process (District)

*Statutory Service refers to Children's Social Care and YOT

Open Case at Statutory Level

- Statutory service deescalating
- Statutory service assesses remaining unmet need against the CoN with the family using existing assessment and/or child's plan.
- Initial discussion with family regarding allocating of new LP. Gain consent for work with Early Help services and consent to share assessment and plan.

Statutory service (allocated worker) requests URN from CAF database using CAF@lancashire.gov.uk (attach assessment and/or plan)

Needs are assessed at Level 1 on the CoN and can be met by universal services.

- The case can step down to universal services and close to statutory service following discussion with family.
- No URN is required for Level 1 universal service provision.

Step Down to Wellbeing, Prevention and Early Help Service (WPEHS) (CCs, YPS, WPEHS Commissions)

- Where statutory service identifies WPEHS or WPEHS commissioned service can meet the unmet needs, allocated worker to email preventionearlyhelp@lancashire.gov.uk and attach assessment and plan. Email should contain details of the URN and there must be information to state what work is being requested as part of the step down.
- Where a multi-agency meeting is being called, the district team will allocate a worker to attend this meeting.
- On receipt of the step down request, WPEHS will allocate through allocations meetings weekly and feedback to stat worker for LCS recording purposes.
- WPEHS to update caf@lancashire.gov.uk with new LP details and attach assessment and plan received from CSC on step down.

Single Agency Response (Level 2) (non WPEHS)

- Stat service allocated worker gains consent from family to request support from single agency and advises that a new LP will be identified.
- Allocated worker to record that consent has been gained on LCS.
- For all single agency responses, that are not Wellbeing, Prevention and Early Help Service, the allocated worker should contact the agency to discuss and agree the Step Down. The allocated worker should forward the relevant assessment and plan to the new LP
- allocated worker to email assessment and plan with details of new LP to caf@lancashire.gov.uk with details of the URN previously received.
- Identified agency becomes new LP with consent from the family.
- Case closes to statutory services.

Multi Agency Response (Level 2)

- Where WPEHS is required, please email preventionearlyhelp@lancashire.gov.uk to request representation at the multiagency meeting and include the assessment and plan with details of what work is required to support the step down. A worker will be allocated to attend the meeting
- Statutory service allocated worker invites family to multi agency meeting and case is stepped down with consent (information recorded on LCS).
- The meeting may include WPEH worker or Early Help provider.
- New LP is identified with the family.
- Previous assessment information transferred to new LP with consent.
- Statutory service allocated worker to email assessment and plan with details of new LP to caf@lancashire.gov.uk with details of the URN previously received.
- Case closes to statutory services.

- New Lead Professional:**
- has access to previous assessment information with consent.
 - ensures all unmet needs are identified and appropriate service response is in place.
 - may revisit needs assessment and re-version CAF if required.
 - updates CAF database by submitting TAF minutes and any re-versioned assessments to CAF@lancashire.gov.uk and all future TAF meetings are recorded on TAF paperwork.

CAF process applies and Early Help is in place