

Step Down Checklist

External Early Help Step Down Checklist

1. Discussions have been held with the family and the agencies involved and all agree that Step Down support is appropriate to meet the identified needs of the family.
2. The family have provided consent for Early Help to continue to support and are aware of the expectations and actions.
3. A lead Professional has been identified and agreed by agencies and the family.
4. The final plan has been agreed at the last review and shared with the new Lead Professional and family.
5. A review date has been set for the family and professionals remaining involved to review the Early Help Plan.
6. The social worker has emailed Boltonlsa@bolton.gov.uk informing that the family have closed to Children social care and informed of the new Lead Professional.
7. Family have been closed on LCS (Liquidlogic Children's) System

Family Help/Early Help Checklist

- Discussions have been held with the family and the agencies involved and all agree that Step Down to Family Help/Early Help support is appropriate to meet the identified needs of the family.
- Family have provided consent for Family Help to continue to support and are aware of the expectations and actions.
- Referral has been sent to Earlyhelp@bolton.gov.uk
- The referral identifies the next Child In Need meeting to enable the allocated TEH worker to attend. Where this is not possible, a Joint visit will be arranged.
- Feedback has been provided from the Early Help Access Point which informs whether the step down request has been accepted and if not, advice has been provided.
- The Family Help worker will be in touch to liaise with the social worker and attend the final Child In Need meeting.
- A joint visit will take place to end children social care involvement and continue support from the Family Help worker.
- The family have closed on LCS (Liquidlogic Children's Services) System and case opened on EHM (Early Help Module)