

## Process of stepping down to External Agencies (Quick Guide)



Step 1. Discussions held between the allocated social worker, the family and existing professional network where it is decided that the family require a period of Co-ordinated Early Help Support when children social care close their involvement. This will be identified in the families exit planning and consent will be gained from the family.

Step 2. A lead professional will be identified from the agencies working with the family.

Step 3. At the Final Child In Meeting, the final plan of support will be discussed and agreed, and the updated Children and Families Assessment shared (with families consent) along with the plan.

Step 4. The Social worker will email [Boltonisa@bolton.gov.uk](mailto:Boltonisa@bolton.gov.uk) to inform of case closure from Children Social Care and inform of the New Lead Professional.

Step 5. The Lead Professional will continue the identified actions, along with the agencies and family as agreed and the Social Worker can close the family on LCS. EHM will show an External Early Help has been opened.