**Guidance for the Step up process from CAF to CADS**

Early Help practitioner has immediate safeguarding concerns, they must follow safeguarding procedures.

Concerns immediately shared with team leader and manager. If agreed that referral into CADs or advice is needed from a SW then consent from parents to be sought where appropriate.

Contact to be made with CADS on: 01254 666400 or the Emergency Duty Team 01254 587547

Discussion will take place between practitioner and the Social Worker in CADS to consider the presenting information, any relevant historical information and previous offer of early help. Practitioner submits Request for service.

The Social Worker will provide advice/guidance and support to enable the practitioner to appropriately address the concerns, provide support as required.

SW in CADS will make decision on the presenting information.

If it is decided that the family require a CSC child and family assessment then this will progress and CAF will close at the 10 day assessment checkpoint.

If it is recommended that case to remain at Early Help threshold then all partner agencies will be updated on outcome and advice on next steps will be shared. CAF will continue with updated plan of support.