

**No** Lead Professional identified

Lead Professional identified

10 day checkpoint decision - **step down to CAF**

CP and/or CIN outcome decision – **step down to CAF**

Lead Professional identified.

 Final Core Group/CIN meeting takes place (refer to step down practice guidance). Family and all partner agencies contribute to step down CAF assessment within the meeting and agree Family Plan. Date of first Family Plan meeting agreed within 4 weeks.

 

SW speaks to CAF link worker for support\*

Multi agency meeting with family takes place and agree to step down with CAF assessment and Family plan. Date of first Family Plan meeting agreed within 4 weeks.



**Step down to CAF (via e-CAF)**

Social Worker selects ‘Step Down to CAF as an outcome of the meeting/plan

Social Worker selects ‘Referral to e-CAF and completes all mandatory aspects of the form – Finalise

**Summary CAF transfer form to include:**

**1.Background and history**

**2.Reason for step down**

**3. Complete: what the family are experiencing (tick box)**

**4. Key Agencies: who are already working with the family**

**5. Voice of the child/ren/unborn**

**6. Voice of the Parents/Carers**

**7. Childs needs**

Health

Education

Development-Speech and Language

Physical

Emotional

Identity

Social presentation

Self-care

Family relationships

**8. Parenting Capacity**

Adverse Childhood Experiences

Emotional Care

Guidance and Boundaries

Stability

Safety

Adult issues

**9. Environmental factors**

Family history and functioning

Relationships

Housing, Facilities Income

Wider Family,

Family social integration, Community resources

**10. Outline family plan detailed**

**11. Date of first Family plan meeting** (agreed at CIN meeting or Core group)

**12. Name of Lead Professional and contact details**

Social Worker completes ‘Transfer Details’ (tick box which asks **“Are parents aware of the transfer?”**) - Finalise

Social Workers manager to quality assure and then authorise ‘Step Down’

Social Worker completes ‘Referral Closure - Final’

\*CAF link worker will support challenge of those already involved in the case to take Lead Professional responsibility.

 **Still no** Lead Professional

 If **still no** Lead Professional identified, then Manager will add a case note informing that no agency will agree to take LP role and the CAF will close.

Early Help &Support Manager will take to

 Transforming Lives Panel