



## Cumbria Safeguarding Children Partnership Step Up Process

If you consider the needs of the child have escalated beyond Early Help:

Discuss your concerns with your **Designated Safeguarding Lead**.

**If there is an immediate risk:  
Single Contact Form**

Agency identifying safeguarding concern to complete Children's Services Single Contact Form with a copy of the Early Help Assessment, (EHA), attached. If neglect has been identified the analysis of a 'Day in My Life Tool' needs to be uploaded with the single contact form.

Referrer to inform the Team Around the Family EHA Co-ordinator.

**If thresholds are met to transfer to district team for Child and Family Assessment:**

Team Around the Family, (TAF), to continue to meet. Where this progresses to a Child in Need, (CIN), or Child Protection, (CP), plan, the online EHA closure form to be completed by the EHA co-ordinator.

**If CIN/CP Threshold not met or assessment:**

Early Help Assessment Co-ordinator notified.

Early Help Assessment Team Around the Family to continue.

\*Further advice and guidance may be provided by the Social Worker who completed the assessment.

**When the family do not consent to a Child & Family Assessment:**

Social Worker to reassess whether the Child Protection threshold is met. If not, Social Worker to inform the EH co-ordinator and TAF to continue meeting. If no EHA is in place a TAF to be convened to Step Down to EH with family consent.

If any CIN or CP assessment concludes without proceeding to a plan the Step Down process should be followed by the SW.