

## **Change of Lead Worker**

When the Lead Worker has to change for any reason, for example when a child moves to another school, it is the responsibility of the current Lead Worker to ensure that all relevant information about the child is passed to the new Lead Worker without delay.

If the child's needs are such that social work intervention is needed, the social worker becomes the Lead Worker and co-ordinates the review and update of the *Child and Family Assessment and Plan*.

The discussion and the decision about the change of Lead Worker will be undertaken at the *Team around the Child* meeting for the *Child and Family Plan*.

Where a Lead Worker suddenly and/or unexpectedly has to withdraw, for example because of sudden illness, their manager is responsible for identifying an alternative member of staff to take on the role until they return to work. In the event of the Lead Worker being a Head teacher, their Deputy Head or Designated Safeguarding Lead will be involved in the discussion and decision about the change. The manager is responsible for ensuring that the family and the support network involved are notified about the change without delay.

When a child no longer requires multi-agency support, a review meeting will take place to confirm the progress that has been made and that there is no longer a need to have an active *Child and Family Assessment and Plan*. The child will continue to receive the support of universal services and a Lead Worker will no longer be required.