

Change of Lead Worker: Handover Actions

For all transfers whether it is a change of Lead Worker or step-up/step-down to Children's Services.

- Check personal details and contact information is correct (paper and IT)
- Share the chronology and relevant information (assessment) and current plan (attach to MASH enquiry if one is made)
- Does any child or adult in the household have a disability or additional communication need(s)?
- Does any child have any significant medical or health needs that we need to be aware of?
- What is the agreed contingency plan if the family does not engage with the plan?
- What are the views of the family about the handover? Are there any concerns, worries or complaints about the process?
- Reason for the decision to handover? Why is there a new Lead Worker or decision to step-up/step-down?
- Feedback checklist for the group and one for the family – indicator/rating from other parties on the progress to date