

To be completed by Social worker before transferring the child/ young person to Early Help services.

### Step-down to Early Help Form

Name of child/ren you are transferring to Early Help.	Date of birth	Lead Professional	Lead professionals role/ agency	Lead professionals signature

<b>Date Step down Team Around the Family meeting was held :</b>		
<b>Date of next Team Around the Family meeting:</b>		
<b>Venue:</b>		
<b>Barnardos Intensive support required</b>	<b>YES</b>	<b>NO</b>
		<b>TO CONTINUE (if already receiving support)</b>

Barnardo's Strengthening Families: We strongly advise that all families referred to Early Help should be considered for Barnardos intensive support. If you do not indicate that intensive support is required , the Strengthening Families team will monitor the family under their 'non intensive' service in order to attach Payment By Results (PBRs) to draw down funding to further sustain Early Help within the Local Authority.

### Privacy Notice

The Isle of Wight Council is committed to maintaining the trust and confidence of those who use our services. As part of this commitment, we have published this Privacy Notice. This Privacy Notice states that the Isle of Wight Council is the data controller for the personal information that you provide us with (your e-mail address, name, date of birth, home address etc.). We will ask for your consent to use and store your personal information. Your personal information is held in a secure environment. You may give this consent verbally or in writing. You have the right to withdraw your consent or to request that your personal information is corrected. You have the right to ask us to delete your personal information if this does not prevent us fulfilling our legal obligations. Your personal information will be used and stored so that we can carry out our legal obligations regarding Early Help, which includes the Strengthening Families team and sharing data with the MHCLG. Data protection law describes this legal basis as necessary for compliance with a legal obligation.

Please ensure **all sections** are completed and a copy of this form is attached to the most recent Children and Family assessment and plan before handing to the Early Help Coordinator and Strengthening Families Business Officer. .

Please see step down process flow chart or speak with EH Coordinator for further advice if required.

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We may disclose personal information if required to do so by law or in the good-faith belief that such action is necessary to comply with legal processes, we do not share personally identifiable information with third parties without your consent except in the following instances:

- Unless required by applicable law or pursuant to a court or similar order.
- As deemed necessary, in our discretion, to protect the legal rights or the property of the IW Council, a registered user or third party, or to prevent personal injury.

If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide personal information to the Isle of Wight. If you do not have this consent you are not allowed to provide us with your personal information.

We will keep your personal information for as long as we are required to do so under relevant legislation or in accordance with our operational requirements. You can view our retention schedule on our website <https://www.iwight.com/Council/OtherServices/Data-Protection/Relevant-Policies>

The council's Data Protection Officer is the Head of Legal Services and Monitoring Officer and can be contacted at [dpo@iow.gov.uk](mailto:dpo@iow.gov.uk). You can contact the council by phone on 01983 821000, or by writing to us at County Hall, High Street, Newport, Isle of Wight, PO30 1UD. For further details on how we use your personal information, how we maintain the security of your personal information and how to complain if you have any concerns about how we use your personal information please visit [www.iwight.com](http://www.iwight.com) or email [information@iow.gov.uk](mailto:information@iow.gov.uk)

**Please make sure you have explained the Early Help process to the family before you ask them to sign below regarding the sharing of their personal information:** Without signed consent from all adults in the home aged 18 years and above who require intensive support and the Lead Professional we are unable to provide Early Help services to the family.

- Please tick to state that you have received the Strengthening Families leaflet.

<b>Signatures</b>	<b>Name printed</b>	<b>Date signed</b>

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