**Escalation Policy template**

The WSSCP Business team should be informed of all escalations at stages 2, 3 and 4. This form should be completed by the agency raising the escalation.

Please return this form to [wsscp@westsussex.gov.uk](mailto:wsscp@westsussex.gov.uk).

Please note: Issues relating to looked after children should be taken up with the Independent Reviewing Officer (IRO) who has a role in overseeing services for looked after children. For Child Protection Conferences, make sure you utilise the Child Protection Chairs / Advisors.

**Complete this section for escalation stages 2, 3 and 4  
(additional questions for stages 3, 4 or close overleaf)**

1. Date of escalation:
2. Stage of escalation: Choose an item
3. Child’s name: Click here to enter text.
4. Child’s date of birth:
5. Continuum of Need level at which support is currently being delivered: Choose item
6. Main areas of professional disagreement:

Whether a child’s needs meets the criteria for a service

Conclusions of Assessment of child’s needs

Conclusions of conference

Involvement of agencies in assessment and planning

Timeliness

Adherence to procedures

1. Details of manager raising escalation:

Name:

Agency:   
Email:

1. Details of manager receiving escalation:

Name: Agency:

Email: Click here to enter text.

**Progression to stage 3 / Close of escalation**

1. Summary of successful outcome or reason for progression to stage 3 Click here to enter text.

**Additional questions for Escalation Stage 4**

1. Summary of the professional disagreement (include views of all agencies involved): Click here to enter text.
2. Steps have taken so far to resolve the issue and the outcomes: Click here to enter text.
3. Summary of what remains to be resolved: Click here to enter text.

Please return this form to [wsscp@westsussex.gov.uk](mailto:wsscp@westsussex.gov.uk)