**Escalation Policy template**

The WSSCP Business team should be informed of all escalations from stage 3 This form should be completed by the agency raising the escalation.

Please return this form to wsscp@westsussex.gov.uk and ensure you are sending from a secure email address.

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 from escalation stage 3**

Please complete **all** sections below to ensure a full rationale is provided for your escalation:

|  |  |
| --- | --- |
| Date of Escalation: |  |
| Details of Manager raising escalation: | Name/Role: |
| Agency: |
| Email: |
| Child’s Name  |  |
| Child’s Date of Birth |  |
| Continuum of Need level at which support is currently being delivered(Delete as appropriate) | **1****2****3****4** (Other)**4** Child in Need**4** Child Protection**4** Child Looked After |
| Main Areas of Disagreement (Please tick all that apply)  | Whether a child’s needs meet the criteria for a service |  |
| Conclusions of Assessment of child’s need |  |
| Conclusions of conference |  |
| Involvement of agencies in assessment and planning |  |
| Timeliness |  |
| Adherence to procedures |  |
|  |  |
| Details of Manager receiving this escalation: | Name: |  |
| Agency: |  |
| Email: |  |
| **Progression from Stage 3 / Close of escalation**Summary of successful outcome or reason for progression to stage 3 |  |
| **Only complete the section below if you are escalating to Stage 4** |
| Additional questions for Escalation Stage 4Summary of the professional disagreement (include views of all agencies involved): |  |
| Steps taken so far to resolve the issue and the outcomes |  |
| Summary of what remains to be resolved: |  |

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