**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](mailto: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 4  Summary 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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