**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.

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. Stage of escalation: Choose an item.
2. Child’s name: Click here to enter text.
3. Child’s date of birth: Click here to enter text.
4. Continuum of Need level at which support is currently being delivered: Choose an item.
5. 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: Click here to enter text. Agency: Click here to enter text.
Email: Click here to enter text.

1. Details of manager receiving escalation:

Name: Click here to enter text. Agency: Click here to enter text.

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.

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