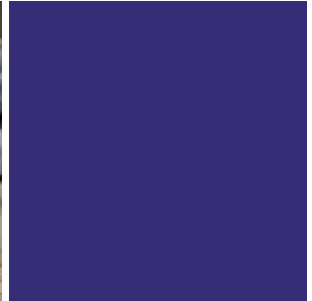
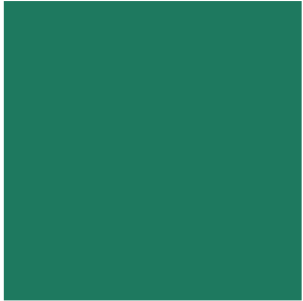


Child Transfer Policy

Version 3 agreed:
To be reviewed:

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Purpose

This policy sets out the principles and key expectations in respect of when and how we support children and families when they move across service areas.

This policy is intended as a guide for practitioners and managers to support transfer decisions, transfer expectations and understanding of transfer points. It defines the pathway for our involvement with children and families, including decision-making points and roles and responsibilities. While this document sets out core principles, in exceptional cases, it is expected that managers will negotiate individual decisions based on the child's best interests.

Integral is the understanding of how the transfer process supports our children achieve permanence. It sets out how we can all work together to provide support that is seamless and safe service for our children and their families.



The scope of this Policy is transfers from MASH to Duty and Assessment Team, Safeguarding and Support, Children with Disabilities, Children in Our Care and the Care Leaver Service.

Where a Family support Worker has been part of the CIN or Core Group, they will take the Lead Professional role for step downs.

Where no Lead Professional is identified then the Social Worker will liaise with the CAF Link Worker, who will support with identifying a Lead Professional and provide them with any support they may need.

If still no Lead Professional identified, then the CAF Link Worker will take the step down to Transforming Lives panel for wider partnership support.

1. Overarching Principles

Values and Principles	
	
<p>Children, young people, and their Families are at the heart of what we do.</p> <p>The focus must be on impact and outcomes for the child or young person</p>	<p>The approach to Quality Assurance is Systemic</p> <p>Activity is done 'with' practitioners and all perspectives are considered</p>

The child is at the centre

Any discussions relating to transfer of responsibility for involvement with a child will consider their best interest at all times. We promote a relational approach to our work with families and are committed to minimising the number of practitioners for a child in line with their assessed needs.

Consideration needs to be given to when responsibility for a child transfers to another team and the best needs of the child remain paramount. Where there is a disagreement the immediate or urgent needs of children and families must remain a priority, and teams should approach this using their professional judgement to ensure these are met.

No delay

While there should be flexibility when transferring responsibility for a child, there should be no delays which impact on the child's care plan or support being provided to the family. Responsibility for the child will always remain with the allocated Social Worker and responsible Team Manager until the transfer of responsibility is complete.

On occasions there maybe disagreement re transfer timings. On these occasions, Service Leads should act to resolve this swiftly and record management decision as needed. The Head of Service will make the final decision if resolution at Service Lead level has not been achieved.

2. Transfer Points

MASH Transfer to Duty and Assessment	
Child's Circumstances	Transfer Point
Contact regarding a child previously open to a social worker within the last 6 months.	MASH to screen and determine whether the Contact is a Referral. If further assessment is required, this will be passed back to the relevant Duty and Assessment team and previously allocated Social Worker whenever possible.
Contact regarding an Unborn baby where there is an existing sibling/s open case.	MASH progress Contact to Referral. The Unborn baby will then transfer to the team and allocated Social Worker with responsibility for the siblings.
Court direct the Local Authority to prepare a Section 7 or Section 37 in relation to a child not currently open.	MASH would progress Contact to Referral. Transfer at point of Referral will be made to the Duty and Assessment team.
A child not open to the service. Referral progressed for a Child and Family assessment and intervention	MASH progress referral for an assessment to Duty and Assessment Team. Timing of progression in line with MASH Practice Standards.

MASH Transfer to Safeguarding and Support	
Child's Circumstances	Transfer Point
Contact regarding an Unborn baby where there is an existing sibling/s open case.	MASH progress Contact to Referral. The Unborn baby would then transfer to the team and allocated Social Worker with responsibility for the siblings.
An unborn child where recent (last 18 months) involvement of CSC with sibling(s) has resulted	MASH would progress Contact to Referral. Transfer at point of Referral to the Safeguarding and Support.

MASH Transfer to Safeguarding and Support

Child's Circumstances	Transfer Point
in care and or placements orders being made.	
Request by another Local Authority for a Transfer-In Conference	MASH to make initial enquiries to determine whether Contact is a Referral. A Referral will only be progressed if MASH determine, in conjunction with Safeguarding and Quality Assurance Team, that it is an appropriate request by another Local Authority and only when all appropriate and requested documentation has been received from the other Local Authority. Transfer at point of Referral to the Safeguarding and Support team who will ensure a Transfer in Conference is arranged.

MASH Transfer to CIOC

Child's Circumstances	Transfer Point
CIOC teams support children who are looked after and have a plan of permanence (to remain in the care of the Local Authority), including those young people who are accommodated under s.20 of the Children Act/homeless protocol and unaccompanied asylum seekers.	Unaccompanied Asylum Seeking Children will transfer directly to the CIOC service from MASH as will children that have closed within the previous 6 months.

Duty and Assessment to Safeguarding and Support

Child's Circumstances	Transfer Point
Duty and Assessment undertake any s.47 Child Protection Investigation and the outcome is progress to an ICPC.	Responsibility will transfer at the ICPC. The receiving social worker (and manager where required) will attend the ICPC which acts as the point of transfer, where possible. If in exceptional circumstances transfer at ICPC is not possible, this should be done at the first Core Group.
Duty and Assessment accommodate a child resulting in a LAC (Child in Care) review.	Responsibility will transfer at the initial looked after child review at day 20 day. A Single Assessment must be completed by the point of transfer.
Notification of a new Private Fostering arrangement.	Transfer to CIOC following completion of a Single Assessment and Private Fostering Assessment approved by ADM.

Transfers from MASH to the Children's Disability Service

Child's Circumstances	Transfer Point
<p>Where it might be considered that a child has a disability, the effects of the disability can be categorised according to the four levels; mild, moderate, severe and profound.</p> <p>The Children's Disability service will support those children who have a diagnosed severe or profound learning disability, severe or profound physical disability, severe or profound sensory impairment and/ or life limiting illness or complex medical condition.</p> <p>The team will also support children with autistic spectrum disorder with another profound or complex disability.</p>	<p>Where MASH identify a child or young person meets the children with disability criteria they will consult with our CWD daily representative who is co-located with our MASH . If the criteria is met, the children/young people will transfer directly from MASH to the Children's Disability Team, following the completion of a MASH Screening.</p>
<p>Contact relating to a sibling of a child open to the Children with Disabilities Team.</p>	<p>MASH would progress Contact to Referral. Transfer at point of Referral to allocated Children with Disabilities Social Worker for Single Assessment or another worker as designated by receiving team manager.</p>

Transfers from Safeguarding and Support to the Children in Our Care (CIOC) Service

Child's Circumstances	Transfer Point
<p>CIOC teams support children who are looked after and have a plan of permanence (to remain in the care of the Local Authority).</p>	<p>Initial notification is provided in a tracker in a shared teams channel that a child within Care Proceedings may conclude on a Care Order; this provides advance notice to the CIOC service of children due to transfer. The CIOC team managers are invited to the final care plan to hear the outcome of all directions/assessments within Care proceedings, proposed final care plan and planning details. Transfer should take place the day after the final hearing if a Care Order is granted,</p>

Transfer process from Safeguarding to CIOC

There is a shared CIOC transfer folder within the Trackers TEAMS channel in the case transfers channel with details of all children within proceedings, their proposed final care plan and final hearing date (IRH date will be added and highlighted if there is potential for proceedings to conclude at this hearing). Safeguarding TM to add all documentation (bundle to date) onto the TEAMS channel and alert CIOC TMs via message on this TEAMS channel that documentation has been uploaded.



Potential for Team Manager (CIOC) to be allocated once the proposed final care plan is known to be a Care Order, 4 weeks prior to final evidence being filed. This will represent formal notification to the CIOC team.



CIOC TM will be invited to a *final care planning meeting* chaired by HoS; this will be CIOC's opportunity to hear what was directed thus far within proceedings, the conclusion of all assessments, LA's proposed final care plan and family time. The transferring team will propose some dates for the joint visit.



A newly allocated social worker's name will be provided within 1 day of the Care Planning and added as co-worker to protocol. The final evidence (which summarises all assessments, experts etc), final care plan, chronology, genogram and sibling assessment will be added to the TEAMs channel for the CIOC team to read.



A case discussion to be arranged between social workers and team managers if required. A joint visit between the transferring and receiving team may be considered appropriate to take place prior to the final hearing (not always considered appropriate if uncertainty about final order)



The CIOC social worker or team manager will attend court just to hear the final judgement; that way, any directions that may be added to the final order will be heard and understood. The Service lead will check the following: -

- All visits are recorded and most recent are completed within timescales.
- Case summary is up to date and reflects the current situation, care plan is up to date and incorporates the final care plan.
- Life story work and later life letter has commenced/completed.
- Final evidence to be added to the documents.

The family will be reallocated to the CIOC social worker the day that follows the final hearing. If there is a reason why this cannot take place at this time, there will be an immediate, same day SL/HOS discussion.



Outstanding actions will be monitored, reviewed and actioned by independent oversight by Jayna Adshead, Service Lead or alternative Service Lead.

Referral to allow a young person who is looked after to be supported by the Leaving Care Service		
Case Circumstances	Transfer Point	Entitlement
'Eligible' children a) Looked after b) Aged 16 or 17	A referral is completed at age 15 ¾ by the social worker and a Personal Advisor will be allocated.	<ul style="list-style-type: none">• A Personal Advisor• A Needs Assessment• A Pathway Plan• Receive all the care and support they normally

Referral to allow a young person who is looked after to be supported by the Leaving Care Service

Case Circumstances	Transfer Point	Entitlement
c) Has been looked after by a local authority for a period of 13 weeks, or periods amounting in total to 13 weeks, which began after he reached 14 and ended after he reached 16	The Social Worker will remain the key allocated worker until the transfer has been completed when the young person is 18 years old. At this stage the Personal Advisor will become the allocated worker.	receive until they leave care
'Relevant' children a) Aged 16 or 17 b) Looked after by children's services for a period of 13 weeks since the age of 14 c) Looked after for a period of time after their 16th birthday d) No longer looked after A Relevant care leaver can include those that have been detained through the criminal justice system, (on remand or serving a sentence) or were detained in hospital on their 16th Birthday	A referral is completed at age 15 $\frac{3}{4}$ by the social worker and a Personal Advisor will be allocated. The Social Worker will remain the key allocated worker until the transfer has been completed when the young person is 18 years old. At this stage the Personal Advisor will become the allocated worker.	<ul style="list-style-type: none"> • A Personal Advisor • A Needs Assessment • A Pathway Plan • Accommodation and maintenance • Financial support to meet education, training and employment needs
Qualifying young person a) Aged between 16 and 25 years b) Looked after by children's services on, or after, their 16th birthday and are no longer looked after c) Spent less than 13 weeks in care since 14th birthday, i.e. do not fulfil criteria for eligible or relevant child	A referral is completed by the social worker and a Personal Advisor will be allocated. The Social Worker will remain the key allocated worker until the transfer has been completed when the young person is 18 years old. At this stage the Personal Advisor will become the allocated worker.	<ul style="list-style-type: none"> • Personal Advisor will be allocated • A Needs Assessment • A Pathway Plan • Advice and befriending and give assistance • Vacation Accommodation-if you are doing a degree course away from home and you need accommodation during university holidays then funding will be provided
Duty and assessment young people i.e. Children and young people seeking asylum. a) Age 16 to 18 years b) Under section 20 of the Children Act 1989	The young person is allocated a social worker immediately. A referral is completed by the social worker and a Personal Advisor will be allocated. The Social Worker will remain the key allocated worker until the transfer has been completed when the young person is 18 years old.	<ul style="list-style-type: none"> • A Personal Advisor • A Needs Assessment • A Pathway Plan • Receive all the care and support they normally receive until they leave care

3. Transfer Good Practice Guidance.

The following good practice principals will underpin our approach.

Shared priority - we will work together co-operatively to ensure children, young people and their families are transferred safely and in a timely way so they receive the right support.

Positive outcomes - we will ensure children, young people and their families are at the heart of what we do. Our collective focus must be on impact and outcomes for the child and the seamless movement between services.

Case work in good order - we will ensure children's case work and records are transferred in good order to avoid any risk of the new social worker/practitioner not being clear about the case history, current and past harm, current risks, good understanding of plans and the rationale for decision making etc. Poor case transfer arrangements may increase risk and result in drift and delay in children, young people and families receiving the right support at the right time.

Trusting relationships - developing and maintaining trusting relationships with the child, young person and their family underpins everything we do. We will work with and not do to children, young people and their families. We will carefully explain why a new social worker, practitioner and team is needed, when this will happen and we will listen and take into account any concerns. In all circumstances the existing social worker should make arrangements to introduce the new social worker to the child, young person and their family and to support handover at the next review meeting. It is, essential that each transfer is timely and follows agreed good practice and quality assurance guidance. The child transfer request and quality checklist can be found in Appendix 1.

Appendix 1

Child Transfer Request and Quality Assurance Checklist

Details of Child	
Child(ren)'s Name:	
LCS Number:	
Worker/Co-Worker:	
Team:	
Transferring Manager:	
Category/Threshold:	
Transferring to:	
Date of request:	

Reason for Transfer:

<p>This section should briefly outline why the child(ren) are transferring and their current circumstances.</p>

Action Required			
Requirement	Yes/No	Status	Team Manager's Comments
Child(ren)'s details are up to date and recorded accurately	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Family details are up to date and accurate including telephone numbers, current address	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Relationships are up to date and include all family members and significant others	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
All involvements are up to date	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Genogram completed (date)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	

Action Required			
Requirement	Yes/No	Status	Team Manager's Comments
Religion recorded in LCS and in Assessment as part of Identity	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Ethnicity recorded in LCS and in Assessment as part of Identity	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Child and Family Assessment is still current and considers significant information OR pathway plan assessment is current.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Date of last visit to the child(ren) / date child last seen - include all dates for all children	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Current CiN, Child Protection, Care plan or Pathway Plan is on file (date last updated/ completed)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Date of last Review of Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Date of next Review of Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Date of next Core Group / Care Planning Meeting	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Chronology up to date	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Case summary is up to date	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Date of last Supervision recorded on LCS	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Date of last Management oversight recorded on LCS	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Additional for Children in Our Care/ Leaving Care			

Action Required			
Requirement	Yes/No	Status	Team Manager's Comments
Strengths and Difficulties Questionnaire (SDQ) has been completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Direct work has been completed that helps the child to understand their life story as appropriate.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Health Assessment has been completed within required timescales and is recorded.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Dental check has been completed within required timescales and is recorded.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Most recent PEP is recorded on the child's case records.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Court documents saved to the child's file.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Placement plan with appropriate signatures saved to child's file.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Key documents in relation to risk management. For example, missing from home trigger plan, child exploitation risk assessment.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Children and young people seeking asylum			
Home Office Registration Number recorded on child/ young person's file.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Asylum status recorded on child/ young person's file.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Management Oversight of transfer is recorded.			
Manager's rationale for transfer is recorded in Management Oversight in Case Notes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	