



*Together we will make Cheshire East a great place to be young*

## Transfer Points between the Child in Need and Child Protection, Court Team, Children with Disabilities and the Cared for Children and Care Leavers Teams

### Children's Social Care

May 2025



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## **1 Introduction**

- 1.1 Cheshire East Council are committed to ensuring that children remain within their family networks where it is safe for them to do so. This policy has been developed with the core principle that children and families should experience a seamless service regardless of need or the level of social care intervention within their lives. The Policy is intended to ensure that children receive the right service at the right time and are supported by professionals with the right skills and expertise to help meet their individually assessed needs and progress their plan successfully and is based on teams working collaboratively by adopting a whole service approach.

## **2 Practice Principles**

- 2.1 At all times the needs of the child are paramount when considering the transfer process and the appropriate point to transfer case responsibility.
- 2.2 The changes of Social Worker and team throughout the duration of Children's Services intervention should be kept to a minimum wherever possible.
- 2.3 Throughput of work is essential to maintain access to new referrals. All children should move to the new team once the transfer point has been reached. Any capacity or allocation issues must be managed by the receiving team and not hold up the transfer process.
- 2.4 There is regular communication between the services to ensure that managers have early alerts to enable identification of new workers and opportunity to manage throughput of work. There is a transfer tracker maintained in respect of cases that is regularly updated and shared as necessary.
- 2.5 It is essential that the child's case summary is updated giving a clear overview of the child's circumstances and that children's case files are updated prior to transfer.

## **3 Transfer Process Overview**

- 3.1 The allocated worker must complete the tasks identified by their line manager, ensure the case records are up to date and in good order, including an up-to-date case summary. The chronology must be updated.
- 3.2 Best practice is that a joint visit between workers takes place to ensure the family are supported through transition, have the opportunity to build a relationship with the new worker and clearly know what is happening.
- 3.3 There should be liaison between the transferring and receiving manager to support an effective transfer of responsibility. Within children's social work teams, transfers should be completed on the electronic recording system (Liquid Logic) by the Social Worker and approved by the line manager with the receiving manager allocating the transferred case within 1 working day to the new Social Worker.
- 3.4 The quality assurance (QA) of a child's records for transfer should be completed by the transferring Team Manager in advance of the transfer. The QA of a case and any remedial action will not prevent the transfer taking place. An agreement of timescales and delegation of remedial work will be agreed between the sending and receiving

Team Managers. If this work is not completed within the agreed timescales the Team Manager's should in the first instance seek to resolve the matter, if this is not possible it should be escalated to the Service Manager.

#### **4 Transfers between CIN/CP and the Court Team**

- 4.1 If the decision has been made to issue care proceedings with a plan to seek an Interim Care Order, a Social Worker from the Court Team will be identified.
- 4.2 Case responsibility will remain with the CIN/CP team to issue the proceedings, however the Court Team Social Worker should attend any relevant meetings for example a care planning or pre-issue meeting. The expectation is that the new Social Worker should attend Court jointly with the CIN/CP Social Worker. The evidence at this stage will be owned by the CIN/CP Social Worker, but the Care Plan jointly considered.
- 4.3 Case transfer will be completed as soon as possible following the initial hearing but within a period of two weeks.
- 4.4 In advance of transferring a case to the Court Team, the CIN/CP Social Worker and Team Manager should update the case summary to accurately reflect the current situation, ensure that all Court orders and evidence is saved in documents, supervisions and visits are up to date and a joint visit is arranged to the child/family.
- 4.5 The CIN/CP Team Manager should approve the case transfer to provide the alert in the duty tray for the Cared for Children team. Once the initial hearing has been held and all actions completed above, there should be no delay in the case transferring.
- 4.6 Escalation of worries within the transfer process should be negotiated via Service Managers in the first instance. Failure to resolve should be escalated to the relevant Head of Service in exceptional circumstances.
- 4.7 If proceedings are initiated with a Local Authority proposed care plan of a Supervision Order these cases will remain in the CIN/CP team. For any other cases within the CIN/CP teams, such as Private Law proceedings that become Public Law and an Interim Care Order granted, or any situations that are unique, these will be considered jointly in regard to the best practice for the children and their family and any oversight required. There may be unique cases which require further discussion between Service Managers of each service to best determine where the case is managed.

#### **5 Transfers between Court Team and Cared For Service**

- 5.1 On conclusion of care proceedings where the permanency plan is endorsed, the Court Team Social Worker will arrange a care planning meeting in respect of the child and invite the newly allocated Social Worker from the Cared For Service.
- 5.2 The good practice principles identified earlier in terms of the transfer points and the two-week handover should apply in this circumstance.
- 5.3 The Social Worker will complete a later life letter for the child to support their understanding of the reason they became looked after.

## **6 Transfers to Children with Disabilities**

- 6.1 If a child meets the criteria for the Children with Disabilities Team they will be allocated a Social Worker who will remain involved as long as necessary including progression of any Care Proceedings and Permanency planning. It is agreed this is most appropriate for the child as the team has a specialism.
- 6.2 Referrals to the Children with Disabilities team go via CHECS however in-house transfers are also an option for example where the CIN/CP team have undertaken a Children and Families assessment and deem that the case should sit with the Children with Disabilities Team, a consultation should be held with the Team Manager from that team and an agreement reached around whether the case will transfer and a suitable transfer point.

## **7 Section 20**

- 7.1 Children who are cared for under Section 20 (CA'89) should be considered at a Legal Advice Meeting. Once this has taken place, and the Service Manager validates that care proceedings are not necessary and there is no option for the child to return to their family, the case should then transfer to the Cared For Service. The transfer should take place at an agreed point, evidenced through assessment, and endorsed within the Statutory Review. Where a child is accommodated under S20 and the LAM decision is to issue care proceedings, the case will remain with the CIN/CP team until the initial hearing (please refer to earlier in this policy).

## **8 Homeless 16-17-year-olds**

- 8.1 When a child presents as homeless, a joint interview with Social Care and Housing should be completed. The CIN/CP Team will lead on this interview.
- 8.2 All children who present as homeless, referred to Children's Services will have a Children and Families Assessment. If, based on the assessment, the child requires accommodation under Section 20 (CA'89), the Section 20 transfer criteria, detailed above, will apply.
- 8.3 Support from the Care Leavers Service will be discussed at the transfer meeting as to the date at which the child will become eligible for Care Leaver status. Young people who are accommodated (S20 CA'89) and do not meet the criteria for Care Leaver eligibility status will be highlighted with the Head of Service.
- 8.4 The transfer should take place at an agreed point once a plan of permanence is established, evidenced through assessment, and endorsed within the statutory review.

## **9 Relinquished babies**

- 9.1 Relinquished babies are to be referred to the CIN/CP Service who will undertake the Children and Families Assessment to ensure that the full implications of adoption are understood by the birth parent(s), and an assessment of any safeguarding issues.

## Appendix 1 - Policy Information Sheet

Policy Information Sheet	
<b>Service Area</b>	Children's Social Care
<b>Date effective from</b>	May 2025
<b>Responsible Officer</b>	Head of Service CIN/CP and Head of Service Cared for Children and Care Leavers
<b>Date for Review</b>	May 2026
<b>Status</b> <ul style="list-style-type: none"> <li>• <b>Mandatory (all staff names must adhere to guidance)</b></li> <li>• <b>Optional (Procedures and practice can vary between teams)</b></li> </ul>	Mandatory
<b>Target Audience</b>	Children in Need and Child Protection, Children's Disability, Cared for Children and Care Leavers Teams
<b>Related Document(s)</b>	
<b>Superseded Documents</b>	Transfer Points between CIN/CP and Cared for Children and Care Leavers Teams May 2023
<b>Equality Impact Assessment</b>	Checklist completed – see over
<b>Date of Approval</b>	May 2025

<b>Type of Document</b>	Policy	X	Standard Operating Procedure		Guideline	
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### Document control

Version no	Type of change	Date	Description of change

If you have any comments or views on this document, please contact us at [childrensdevelopmentandpartnerships@cheshireeast.gov.uk](mailto:childrensdevelopmentandpartnerships@cheshireeast.gov.uk)

## Equality Impact Assessment

Equality Impact Assessments (EIAs) must be completed whenever you plan, change, or remove a service, policy or function. They should be an **integral** part of continuous service planning and policy development. For further details and guidance on completing EIAs please see [here](#).

### 12 EIA Checklist

Equality Impact Assessment			
<b>1</b>	<b>Does the policy/guidance affect one group less or more favourably than another on the basis of:</b>	<b>Yes/No</b>	<b>Comments</b>
	Race	No	
	Ethnic origins (including gypsies and travellers)	No	
	Nationality	No	
	Gender	No	
	Culture	No	
	Religion or belief	No	
	Sexual orientation including lesbian, gay and bisexual people	No	
	Age	No	
	Disability-learning disabilities, physical disability, sensory impairment and mental health problems	No	
<b>2</b>	<b>Is there any evidence that some groups are affected differently?</b>	No	
	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	n/a	
<b>3</b>	<b>Is the impact of the policy/guidance likely to be negative?</b>	No	
a	If yes can the impact be avoided?	n/a	
b	What alternatives are there to achieving the policy / guidance without the impact?	n/a	
c	Can we reduce the impact by taking different action	n/a	
<b>4</b>	<b>Evidence considered – What data or other information have you used to evaluate if this policy is likely to have a positive or an adverse impact upon protected groups when implemented?</b>		Audit Service re-design
<b>5</b>	<b>Initial consultation – Have you consulted staff representatives and/or external representatives including those from protected groups? What were their views?</b>	Yes	Staff have been consulted. Cafcass and Court have been advised re changes
<b>6</b>	<b>Promoting equality - Does this policy have a positive impact on equality? What evidence is there to support this? Could it do more?</b>	Yes	Ensures that there is equity in allocation of resources.