

## Appendix F: Transfer of Case from FF to LAC3

Child requires a CPR

FF allocated Social Worker makes a referral to the adoption team for an ADM decisions date in accordance with Court timetable.

FF allocated Social Worker makes a request to the LAC3 team requesting a CPR. The request form must be completed and forwarded via email to the LAC group email. The request must be at least 8 weeks prior to the CPR being due for Quality Assurance. Quality assurance must be one month prior to the ADM decision date.

The receiving LAC Team Manager and respective FF Team Manager will meet and consider the request for CPR, including the deadline.

Completion of the CPR task will be allocated to LAC. The LAC Team Manager will email the FF Team Manager and allocated Social Worker with confirmation of the worker appointed to complete the task including the agreed deadlines and ADM date.

The LAC Team Manager will allocate the worker completing the CPR as a provision to SSID/LiquidLogic.

Completion of the CPR task is the responsibility of the LAC Team.

The LAC Team and FF team must ensure good communication during this joint work. The LAC Team worker should attend Care team meetings and Looked After reviews.

The FF team retain case responsibility for all statutory work on the case until the care proceedings have concluded. This will include statutory visits, arranging and attending LAC reviews, updating assessments and completing necessary Court work.

The LAC team will complete the CPR in accordance with the agreed timescales. The LAC worker will visit the child and placement; continue to complete direct work with the child; complete life story work and family finding.

The case transfer from FF to LAC should take place when the care proceedings are completed.

In preparation for case transfer, a meeting will be held between LAC and FF teams to discuss the case and agree any specific actions.