**IRT Transfers to CM**

**General Guidance about transfer between teams**

All decisions about the transfer of cases must be made following these principles:

* The child’s needs must be at the centre of any process;
* Minimising the number of social worker changes is essential in order to best meet the needs of children and their families;
* Delay in transfer must be minimised;
* Transfer of work between teams is reliant on trust and joint working in the interests of the child and his/her family;
* The process must be simple and solution-focused;
* Full information and documentation must be available prior to the point of transfer.

**Guidance on type of case and timing of transfer**

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| --- | --- |
| **Case Type** | **Time of Transfer** |
| Child Protection | At the Initial Child Protection Conference and the receiving Social Worker will attend the Initial Child Protection Conference |
| Looked After Children | At the first Looked After Children Review |
| Children in Need: when there is an assessed need for ongoing community support | Within 3 months of completion of Initial Assessment but Core Assessment and Child in Need Plan must have been completed and Plan must have been reviewed  |

**The Template**

**Date of Meeting:**

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| --- | --- | --- | --- | --- | --- | --- |
| **Name/ID No** | **IRT: SW** | **Date of:****ICPC;** **1st LAC Review;** **NARRATES/ CwCN Plan****complete** | **Details of child/family (including age of child)** | **Documentation****complete: Y/N** | **CM: SW****+****Date agreed** | **Date of****actual transfer**  |
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**Key:**

**New cases identified for forward planning**

**Transfer agreement needed now for good practice handover**

**Case now delayed**