

LBBB Procedure for transferring in Conference

The Child Protection Reviewing Service (CPRS) Administrator receives notification from transferring Borough and logs the contact with Triage/MASH

The Child Protection Reviewing Service (CPRS) Administrator writes to Team Managers offering time for transfer – in conference within 24 hours of notification.

Deputy Team Managers will decide who will attend Transfer Conference and copy the Group Manager for the Care Management Service into their response to the Child Protection Reviewing Service Administrator within 24 hours of their notification.

The Child Protection Reviewing Service Administrator liaises with transferring Borough re minimum data set for Conference.

DTM to read documentation. Conference cannot take place until LBBB is in receipt of minimum dataset for each child to be considered at Conference. If documents are not received five days before the conference, the Conference will not go ahead.

If there are gaps in the information, which interfere with decision making then the Conference will be deferred.

As soon as the Conference has concluded the Independent Reviewing Officer to notify of the decision re CP Planning made to the receiving Team Manager, case to be allocated on ICS within 24 hours, if possible identified worker to attend the transfer in conference.

Minimum Dataset

- Up to date core assessment in respect of child subject of Conference.
- All previous CPC minutes.
- Up to date Chronology.
- Conference Report.

Deputy Team Manager will contact transferring Social Worker/Team Manager to discuss the following:

- Is the family likely to remain living in Barking & Dagenham;
- Is the family subject to Family or Private Proceedings;
- Has transfer been discussed with the family;
- Has the existing Child Protection Plan been progressed
- Does the family have recourse to public funds

Is sufficient inter-agency attendance likely to be achieved in order for the conference to be quorate?

Any financial obligation

Has an Legal Planning Meeting been held and if so what was the outcome.

If any of the above questions raise concern about the appropriateness of transfer, Deputy Team Manager to liaise with Team Manager/Head of Service within 24 hours of discussion.