

Children Who Move – Subject to Child Protection Plans

Transferring Authority is where the child is moving **FROM**

Receiving Authority is where the child is moving **TO**

Moving out of Local Authority

Team Manager/Lead Social Worker from Transferring LA contacts Children's Social Care in receiving LA to:

- Agree arrangements for case management.
- Confirm how child will be protected
- Where appropriate request a conference to be held.
- Agree whether welfare visits required in the interim period.

Team Manager from Transferring LA to inform CP List Designated Manager of Receiving Authority

A Transfer Conference will be arranged by the receiving LA within 15 working days of notification. Except where:

- The Transferring LA agree to hold the CP Conference
- The period of move is less than 15 working days
- The child will be in the receiving authority for a short period and will be moving back or to a different authority.
- Child is in temporary accommodation.

In all situations it is vital that a written agreement is in place confirming case responsibility and action to ensure the child is safeguarded.

The Transferring Authority gives priority to representation at Transfer Conference.

The Transferring Team Manager/Lead Social Worker must ensure that the Receiving Authority has access to the child CP Plan and report of most recent CP Conference. 10 Days prior to transfer conference.

The Transferring Team Manager must inform the Child Protection List Designated Officer of the outcome to the transfer conference.

Moving into Local Authority

Receiving Team Manger/Social Worker confirms in writing arrangements:

- For case management/responsibility
- Arrangement to safeguard the child
- Where appropriate, arrange a transfer conference.
- Agree whether welfare visits are required

Transferring Team Manager to inform CP List Designated Manager

Receiving Team Manager to arrange transfer CP Conference in accordance with LSCB procedures within 15 working days of notification. Except:

- The transferring LA agree to hold the CP Conference
- The period of move is less than 15 working days The child will be in the receiving authority for a short period and will be moving back or to a different authority.
- Child is in temporary accommodation.

In all situations it is vital that a written agreement is in place confirming case responsibility and action to ensure the child is safeguarded.

Arrangements are to be made to facilitate the transferring LA to be represented at the Transfer Conference.

The receiving team manager must ensure that they have access to the child's CP Plan and most recent CP Conference 10 days prior to Transfer Conference.

If arrangements are made for the Receiving Authority to undertake welfare visits in the interim period, agreement will be necessary concerning how this information will be presented to conference.

Outcome of conference to be reported to CP List designated manager