

NORFOLK EARLY HELP FAMILY FOCUS TEAMS TRANSFER PROCESS		
Receiving team	Transfer process	Timescale
Early Help (provided by universal /voluntary sector services)	Where there is an ongoing need for a family support plan to help co-ordinate low level community based services on an ongoing basis, a Lead Worker should be nominated by the family from within the ongoing universal/voluntary sector service providers at the FSP meeting. The new (non NCC) Lead Worker will be point of contact for the family. They will upload the new FSP Plan to the Norfolk Early Help website (https://online.norfolk.gov.uk/fsf/) and arrange ongoing meetings. The previous worker must ensure notification of the change of worker through the Early Help website and update Early Help case management system with the new key worker (Lead Worker) details.	As agreed at FSP meeting
Social Work Teams via CADS	<p>All referrals to Children's Services for statutory intervention should go through the CADS who will triage the referral and make a judgement about whether threshold is met for social work services based on referral information and Family Support Assessment.</p> <p>In cases of Neglect, GCP should be used to evidence level of need. Where there are scores of 5, statutory intervention should always be provided.</p>	Within 24 hours of concerns arising.

CADS TEAM/ EMERGENCY DUTY TEAM TRANSFER PROCESS		
Receiving team	Transfer process	Timescale
Early Help (provided by universal/ voluntary sector services)	Where the referral doesn't meet the threshold for statutory services but consent and threshold for universal targeted support is met and if there is not a risk of immediate escalation of need or re-referral to social care/CADS, the CADS will identify a universal service to lead the FSP. This outcome will be recorded in the Contact form on the system and sent to the Central Norfolk Early Help Team. Central Norfolk Early Help Team will provide the information to the locality Early Help Process Managers on a weekly basis who will look out for the FSP and chase the universal service where this is not forthcoming.	Within 24 hours of referral
Early Help Family Focus Teams	Where the referral doesn't meet the threshold for statutory services but consent and threshold for Early Help Family Focus targeted support is met and there is a risk of immediate escalation of need or re-referral to social care/CADS, this outcome will be recorded in the Contact form on the system and allocated to the NEHFF service.	Within 24 hours of referral
Family Assessment and Safeguarding Teams and CWD Teams	<p>Where case meets Child in Need or Child Protection threshold, or the young person is homeless or remanded in custody and status becomes LAC, Contact form completed including CiN episode start date and sent to relevant Assessment team worktray.</p> <p>All strategy discussions to be conducted jointly with Family Assessment and Safeguarding and/or CWD Team Managers (during normal working hours).</p> <p>(See section 4 for cases closed within previous 3 months).</p> <p>Court requests for information that do not meet the threshold should be transferred to relevant Family Assessment and Safeguarding/CWD Team without CiN episode started.</p>	Within 24 hours of referral

CADS TEAM/ EMERGENCY DUTY TEAM TRANSFER PROCESS		
Receiving team	Transfer process	Timescale
Looked After Children/Leaving Care Team (City)	Unaccompanied Asylum Seeking Children (UASC) will be allocated to the City LAC team at the point of referral for the purpose of age assessment and the provision of specialist support to UASCs. These social work specialists are linked to the City LAC team and Leaving Care Team.	Within 24 hours of referral
Kinship Care Team	Where someone informs us that a child is living with a family or friend and that arrangement is due to last for 28 days or more, the case will be allocated to the Kinship Care Team to conduct a Private Fostering assessment. However, if there are concerns for the child that meet the threshold, the case should be referred instead to the Family Assessment and Safeguarding/CWD team who will conduct the Social Work Assessment. A worker from the Kinship Care Team will act as the Co-Worker until such time that concerns are resolved.	Within 24 hours of referral

FAMILY ASSESSMENT AND SAFEGUARDING TEAMS/CWD TEAMS TRANSFER PROCESS		
Receiving team	Transfer process	Timescale
Early Help (provided by universal /voluntary sector services)	<p>Transfer to universal targeted support will only take place after a Social Work Assessment and chronology has been completed.</p> <p>For families where the children would benefit from universal targeted support and parents are in agreement, the social worker will arrange a step-down meeting. Where low level, ongoing community based support is required, the new worker, known as the Lead Worker should be identified by the child and family from their existing professional network.</p> <p>The new Lead Worker will be required to attend the step-down meeting with the social worker, family and professional network. The social worker will support the new Lead Worker to complete the FSP plan and the new Lead Worker should upload this to the Norfolk Early Help website (https://online.norfolk.gov.uk/fsf/) with the family chronology. The social worker will raise an Activity on the system to indicate transfer to Family Support Process (Activity – Class – Arrange assessment/Service – FSP Recommended) including on it the name and contact details of the new worker. From this point the new Lead Worker will take over case responsibility, including populating ongoing plans, updating the chronology and agreeing the review dates.</p>	Within 10 days of the completion of the social work assessment.
Early Help Family Focus Teams	<p>Transfer to Early Help Teams will only take place after a Social Work Assessment and chronology has been completed.</p> <p>For families where the children would benefit from an Early Help Family Focus Service and parents are in agreement, the social worker will arrange for their Manager to present the case at locality transfer meeting. The Social Worker will arrange a step-down meeting. Where the case is complex and could escalate, or there is no one within the professional network to co-ordinate the FSP, a referral should be made to NEHFF by completing the Family Support Process Step Down Form and uploading the form to the Early Help website (https://online.norfolk.gov.uk/fsf/)</p> <p>The new early practitioner will be required to attend the step-down meeting with the social worker, family and professional</p>	Within 10 days of the completion of the social work assessment.

FAMILY ASSESSMENT AND SAFEGUARDING TEAMS/CWD TEAMS TRANSFER PROCESS		
Receiving team	Transfer process	Timescale
	network. The social worker will support the new Lead Worker or Early Help practitioner to complete the FSP Plan and the Lead Worker should upload this to the Norfolk Early Help website (https://online.norfolk.gov.uk/fsf/) with the family chronology. The social worker will raise an Activity on the system to indicate transfer to Norfolk Early Help Family Focus (NEHFF) including on it the name and contact details of the Lead Worker. From this point the Lead Worker will take over case responsibility, including populating ongoing plans, updating the chronology and agreeing the review dates.	
Family Assessment and Safeguarding Teams	For children that become looked after during the assessment, the case transfer will take place at the first LAC review. The new worker is required to take over case responsibility following the meeting, including populating plans, updating the chronology and agreeing review dates.	First LAC review
Looked After Children Teams	For young people who have become remanded to custody or Local Authority Care, transfer will take place to the relevant LAC team at the first LAC review. (See above for all other children accommodated by Family Assessment and Safeguarding Teams)	First LAC Review
Leaving Care Teams	For 16/17 year olds who have become remanded to custody or Local Authority Care will transfer to the relevant Leaving Care team at the first review.	First LAC review
Kinship Care Team	Where parents place children in a private fostering arrangement during the course of a statutory assessment, the case must be referred to the Kinship Care Team who will conduct a Private Fostering assessment as a Co-Worker alongside the Family Assessment and Safeguarding Team who will complete the Social Work Assessment. (If the social worker places the child, they become LAC and the case should transfer to FIT as above).	Referral to Kinship Care Team within 24 hours of identification of Private Fostering arrangement.

FAMILY ASSESSMENT AND SAFEGUARDING TEAMS/CWD TEAMS TRANSFER PROCESS		
Receiving team	Transfer process	Timescale
Early Help (provided by universal /voluntary sector services)	Transfer to universal targeted support will only take place after a Social Work Assessment and chronology has been completed. For families where the children no longer need statutory intervention but would benefit from and are in agreement with receiving an ongoing, low level, universal targeted support to support them in their plans to keep the children safe and well looked after, the social worker will arrange a step-down meeting. Where possible, the new Lead Worker will be identified from within the existing professional network. The new Lead Worker will be required to attend the step-down meeting with the social worker, family and professional network. The social worker will support the new Lead Worker to complete the FSP plan and the new Lead Worker should upload this to the Norfolk Early Help website (https://online.norfolk.gov.uk/fsf/) with the family chronology. The social worker will raise an Activity on the system to indicate transfer to Family Support Process (Activity – Class – Arrange assessment/Service – FSP Recommended) including on it the name and contact details of the new worker. From this point the new Lead Worker will take over case responsibility, including populating ongoing plans, updating the chronology and agreeing the review	Within 6 weeks of the preceding CIN Plan progress meeting

FAMILY ASSESSMENT AND SAFEGUARDING TEAMS/CWD TEAMS TRANSFER PROCESS		
Receiving team	Transfer process	Timescale
	dates.	
Early Help Family Focus Teams	<p>The social worker will arrange a step-down meeting. Where the case is complex or could escalate again, or there is no one within the professional network to co-ordinate the FSP, a referral should be made to NEHFF. The new early help worker will be required to attend with the social worker, family and professional network. The social worker will support the new early help worker to complete the FSP and the new worker should upload this to the Norfolk Early Help website with the family chronology. The social worker will raise an Activity on the system to indicate transfer to Early Help including on it the name and contact details of the new worker. The new worker will take over case responsibility from the meeting including agreeing the review dates.</p> <p>Transfer to Early Help Teams will only take place after a Social Work Assessment and chronology has been completed.</p> <p>For families where the children no longer need statutory intervention but would benefit from and are in agreement with receiving an Early Help Family Focus Service to support them in their plans to keep the children safe and well looked after, the social worker will arrange for their Manager to present the case at locality transfer meeting. The Social Worker will arrange a step-down meeting. Where the case is complex and could escalate, or there is no one within the professional network to co-ordinate the FSP, a referral should be made to NEHFF by completing the Family Support Process Step Down Form and uploading the form to the Early Help website (https://online.norfolk.gov.uk/fsf/)</p> <p>The new early practitioner will be required to attend the step-down meeting with the social worker, family and professional network. The social worker will support the new Lead Worker or Early Help practitioner to complete the FSP Plan and the Lead Worker should upload this to the Norfolk Early Help website (https://online.norfolk.gov.uk/fsf/) with the family chronology. The social worker will raise an Activity on the system to indicate transfer to Norfolk Early Help Family Focus (NEHFF) including on it the name and contact details of the Lead Worker. From this point the Lead Worker will take over case responsibility, including populating ongoing plans, updating the chronology and agreeing the review dates.</p> <p>Where a looked after child has been successfully reunited with their family, but a low level package of support would support the family in meeting the child's needs in the community, this should be delivered through a FSP and a referral made to NEHFF. The social worker will arrange for their manager to present the case at locality transfer meeting and arrange a step-down meeting. The new Lead Worker will be required to attend with the social worker, family and professional network. The social worker will support the Lead Worker to complete the FSP Plan and the new Lead worker should upload this to the Norfolk Early Help website (https://online.norfolk.gov.uk/fsf/) with the family chronology. The social worker will raise an Activity on the system to indicate transfer to Early Help including on it the name and contact details of the new worker. The new worker will take over case responsibility from the meeting including agreeing the review dates.</p>	<p>Within 6 weeks of the preceding CIN Plan progress meeting, or at RCPC/within 2 weeks of RCPC if no CP or CiN Plan is required</p> <p>Following a period of at least 6 months stability as a child in need (non-LAC).</p>
Looked After Children Teams	Where cases are being managed through court processes, looked after children with a plan of finding permanence through long-term fostering or adoption, will transfer to LAC Teams immediately following the final hearing (with LAC SW,	Within Care Proceedings, case transfers at

FAMILY ASSESSMENT AND SAFEGUARDING TEAMS/CWD TEAMS TRANSFER PROCESS		
Receiving team	Transfer process	Timescale
	<p>and/or Adoption SW co-working during proceedings).</p> <p>For all other children that become looked after, the Family Assessment and Safeguarding social worker will remain the allocated worker while reunification with family is the plan.</p> <p>The case will transfer to the LAC social worker at the second (or subsequent) LAC Review if there is a decision to establish permanence for the child within long-term foster care.</p>	<p>final hearing</p> <p>Within s20, case transfers at second or subsequent LAC review</p>
Leaving Care Teams	<p>Transfer to Leaving Care Teams for 16/17 year olds will only take place after a Social Work Assessment has been completed and a decision made about whether reunification is possible within a 3 month period.</p> <p>For 16/17 year olds where the plan is to remain accommodated until independence, the case will transfer at the second LAC review. A Pathway Plan Needs Assessment and Pathway Plan must be completed with the young person before transfer.</p>	Second or subsequent LAC review
Adoption Team	For all children who are potentially subject to an adoption pathway within care proceedings, the Adoption Social Worker will work on a co-working basis with the Family Assessment and Safeguarding Social Worker in order to identify any potential adoptive carers.	No transfer, co-working only
Kinship Care Team	Cases being managed through court processes will remain allocated to the Family Assessment and Safeguarding social worker until the final hearing. If the plan for the child becomes SGO and no ongoing social care support is required, the case will be transferred to the Kinship Care team (but remain unallocated) following the final hearing and an Activity created on the system to inform the annual review. If there is an ongoing need for social work support, or while the SGO is accompanied by a Supervision Order, the case will remain active to the Family Assessment and Safeguarding team and worker.	Children with SGO (no ongoing social care support) immediately following the final hearing

LOOKED AFTER CHILDREN TEAMS/CWD TEAMS TRANSFER PROCESS		
Receiving team	Transfer process	Timescale
Early Help /Family Focus Teams	<p>Transfer to Early Help Teams will only take place after a Social Work Assessment and chronology has been completed.</p> <p>Where a looked after child has been successfully reunited with their family and the child is no longer subject to LAC status but a low level package of support would support the family in meeting the child's needs in the community, this should be delivered through a FSP. The social worker will arrange for their manager to present the case to the locality transfer meeting. Arrange a step-down meeting and make a referral to Norfolk Early Help Family Focus by completing the Family Support Process Step Down Form and upload it to the Early Help website (https://online.norfolk.gov.uk/fsf/).</p> <p>The early Help practitioner will be required to attend the step-down meeting with the social worker, family and professional network.</p> <p>The social worker will support the early help practitioner or</p>	Following a period of at least 6 months stability as a child in need (non-LAC).

LOOKED AFTER CHILDREN TEAMS/CWD TEAMS TRANSFER PROCESS		
Receiving team	Transfer process	Timescale
	lead worker to complete the FSP plan and the Lead Worker should upload this to the Norfolk Early Help website (https://online.norfolk.gov.uk/fsf/) with the family chronology. The social worker will raise an Activity on the system to indicate transfer to Norfolk Early Help Family Focus (NEHFF) including on it the name and contact details of the Lead worker. The Lead worker will take over case responsibility from the meeting including agreeing the review dates.	
Leaving Care Teams	Primary case responsibility will transfer to the Leaving Care Personal Advisor following the young person's 18 th birthday. The Leaving Care Personal Adviser must be allocated as a Co-Worker for all LAC over the age of 16 years to ensure that transition is well planned and managed in partnership with the young person but primary case responsibility remains with the LAC Social Worker.	Leaving Care PA becomes Co-Worker following YP's 16 th birthday and then primary worker following YP's 18 th birthday
Adoption Team	Following the Adoption Order, the case closes to the LAC social worker, but the child and adoptive family may continue to receive services from the Adoption Support social worker.	Following the Adoption order
Kinship Care Team	Where a looked after child's carers obtain a Special Guardianship order and no further social care support is required, the case will transfer to the Kinship team (but remain unallocated) and an Activity placed on the system to inform the annual review.	Following SGO

ADOPTION SUPPORT TEAMS TRANSFER PROCESS		
Receiving team	Transfer process	Timescale
Looked After Children Teams	Where adoption breaks down and a child becomes a Looked After Child and is likely to remain LAC for at least 4 weeks, the case will transfer to a LAC social worker at the first LAC review with the Adoption Support social worker co-working as appropriate.	First LAC review

KINSHIP CARE TEAMS TRANSFER PROCESS		
Receiving team	Transfer process	Timescale
Looked After Children Teams	Where the special guardianship or private fostering arrangement breaks down and a child becomes a Looked After Child, and is likely to remain looked after for at least 4 weeks, the case will transfer to a LAC social worker at the first LAC review with the Kinship Care social worker co-working as appropriate.	First LAC review
CADS	Where there are child protection concerns for children under SGO or privately fostered, these should be referred through the CADS and allocated according to need.	Within 24 hrs of concerns arising

TRANSFER PROCESS TO OTHER TEAMS		
Receiving team	Transfer process	Timescale
Adult Social Care- (transition arrangements for young adults)	For children where it is felt a social care service will be needed into adulthood, Adult Social Care should be alerted following a 13+ transition education review. This may include a referral on the system if the allocated worker believes that an early Adult Services Transition Assessment would be of significant benefit to the young person (Care Act 2014). A referral to Adult Services should be placed on the system following the child's 16 th Birthday" at the latest if not made beforehand.	Following 13+ transition education review
Adult Social Care- (referrals for parents of young carers)	Where children are providing inappropriate or excessive caring tasks to an adult due to the nature or a parent's/carer's disability or long-term illness, a referral should be made to Adult Social Care. In Adult Social Services, localities are determined on the basis of the GP surgery the cared-for person is living. If the cared-for adult lives out of Norfolk, the referral should be made to the other local authority by telephone to assess.	Within assessment timescales
Out of County	<p>Where children and families permanently move to another local authority, and are likely to remain there for at least 6 months, a referral should be made to that local authority. All recent assessments required should be sent securely. The case will remain active to the Norfolk social worker and team until case transfer has taken place.</p> <p>For children moving abroad see DfE advice</p> <p>Authorities and health providers should be notified when looked after children are placed in their authority: Out of area placements but the child will remain active to Norfolk.</p>	Planned in advance prior to move if possible or within 2 working days of notification of move.
Internal referrals for siblings of children who are currently active	The process for making siblings (including unborn siblings) of allocated children active is currently by contacting the CADS team. This is to ensure that the correct procedure is followed so that reporting to DfE is accurate.	Within one working day of notification
Local Authority Designated Officers (LADO)	A referral to LADO (form and procedure on NSCB website) should be made when working with adults i.e. parents/family members/carers who present a risk to children and also work with other children in a paid, unpaid, voluntary, casual or self-employed basis.	Within one working day of allegation/notification of allegation