



## **Transfer of Children from Family Support & Safeguarding Teams to the Children in Care Team**

### **Introduction**

This document provides guidance about the protocol of transferring children and young people from the Family Support & Safeguarding Teams into the Children in Care Team (CiC).

The objective is to ensure that there is both continuity of care and clarity of responsibility at each stage of the protocol.

### **Principles underpinning the transfer of a child or young person to the CiC Team**

Children whose long-term care / permanence plan has been agreed for either long-term foster care or residential care or where the plan for reunification to the family is going to be 6 months plus (at their Child in Care Review) should be transferred to and allocated within the Children in Care Team.

Agreement and decision to transfer a care to the Children in Care Team may be made at the Permanence Panel, chaired by relevant Heads of Service.

When transferring children and young peoples to the Children in Care Team the newly allocated Social Worker, child/young person, relevant family members and foster carer/s will be given the maximum information about the transfer and any impending changes, at the earliest possible opportunity. A joint introductory visit to the child should take place once transfer decision has been ratified at Permanence Panel.

Before a child or young person is transferred the Family Support & Safeguarding Team Manager and Children in Care Team Manager will jointly quality assure the case file and completed audit to ensure that all the appropriate documents are in place and up to date.

All Team Managers will give the transfer protocol priority and be flexible in their approach. This will prevent delay and drift which can creates an inequality in service provision delivery for our children and young people.

All disputes between Team Managers will be referred to their respective Heads of Service for final decision – decision to be provided within 1 week.



When a sibling group is transferred to the CiC Team the children will have the same newly allocated social worker, unless it can be demonstrated that this is not in the child's best interest.

## **Transfer Protocol Flowchart**

