

Management of Transfer in Case Conference requests from other Local Authorities

Principles:

This is a collaborative process between Family Solutions Service Team Manager, Independent Chair and Case Conference Administrator (CCA), led by the Service Manager for Quality Assurance (QA).

The priority is to ensure there is sufficient assessment information available from transferring Local Authority for Child Protection Conference members to make an informed decision relating to the risks and needs substantiating ongoing Child Protection Planning and to be able to develop an appropriate multi-agency plan to reduce the risks.

Steps:

- Request received (via MASH) from the Other Local Authority (OLA) for transfer in conference
- MASH to acknowledge receipt of information with the sender and send details to appropriate CCA team and QA Service Manager
- CCA to add the details of the family to Liquidlogic Children's System (LCS) showing as CPE (if need more details contact the Social Worker holding the case)
- CCA sends protocol email to OLA to request the information needed
- Once bundle received, CCA to share with Service Manager (QA, Safeguarding and Children We Care For) and the Team Manager for the receiving locality team
- QA Service Manager initiates discussion with Team Manager to agree way forward
- QA Service Manager responds to the other Local Authority with the decision, sharing the reasons as set out in the Oxfordshire Policy re transfer in requests
- QA Service Manager offers a tentative date based on the date the family moved into the area and asks the holding Social worker to contact CCA team 2 weeks in advance to finalise the arrangements
- QA Service Manager takes details of the Social worker to pass on to the locality team for them to discuss and agree welfare visits on behalf of the OLA and make clear that until the date of the transfer in conference, responsibility for the case remains with the holding Local Authority
- Proposed conference date agreed between CCA and FS+ for conference to take place
- CCA contacts OLA and requests any outstanding information and confirms invitation list

Dear Colleague

Re: Request for Transfer-In Child Protection Case Conference re.....

Thank you for your recent communication in respect of the above child(ren) moving to this area.

In order to progress your request for a Transfer in Child Protection Case Conference, under the terms of our protocol further information and action is requested:

Documentation required:

- a copy of the current Child Protection Plan
- copies of all previous Child Protection Case Conference minutes
- a copy of the last Core Group meeting minutes
- a current risk assessment reflecting the impact of the family's move
- a chronology of significant events
- a viability assessment of carers (including confirmation of PNC and DBS checks)
- at least 48 hours before Transfer In conference, updated report for Transfer In Child Protection Case Conference provided for Independent Chair and Team Manager, having been shared with family

Action required:

- In advance of Conference, Local Core Group of professionals identified by yourselves (please request further information on local links if necessary), provided with Child Protection Plan and included on invitation list to Conference

On receipt of the above, the allocated Independent Chair will contact you to discuss the issues relating to Conference and a Case Conference administrator will contact you to agree the invitation list.

We look forward to hearing from you.

Yours sincerely

Independent Chair