**Southwark Children & Famliies – Transfer of Responsibility Checklist**

Child’s name: Transferring Worker:

Mosaic ID: Receiving Worker:

Date of Completion:

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| --- | --- |
| CIN |  |
| Date of next CIN Plan |  |
| Date of next CIN Assessment |  |
| Date of next CIN Visit |  |
| CHILDREN LOOKED AFTER |  |
| Date of next CLA Visit |  |
| Date of next Review:   * Care plan for under 16 * 16-18 Pathway plan for over 16 |  |
| Date of next PEP |  |
| Date of next Health Assessment |  |
| Is there a rehabilitation plan? |  |
| Signed S20 agreement in CareStore |  |
| Completed Age assessment (if relevant to UASC) |  |
| Care Leaver |  |
| Date of next Care Leaver Visit |  |
| Date of next 18+ or Relevant Pathway plan Review |  |
| Legal |  |
| Date of next Legal panel |  |
| Date of next Meeting/Conference |  |
| CP |  |
| Date of next ICPC/RCPC |  |
| Date of next Core Group |  |
| Date children social care assessment signed off? |  |
| Date of next CP visit |  |

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| --- | --- |
| Genogram on CareStore |  |
| Up to date Impact Chronology on CareStore |  |
| All family relationships have Mosaic ID and are linked   * Parents * Siblings * Other relevant |  |
| MAISy (Multi Agency Information Sharing System) form in CareStore (if undertaken) |  |
| Direct work uploaded/recorded |  |
| Date of last Supervision |  |
| Completed Social Care assessment |  |
| Transfer summary on Case Notes.  Does it reflect the child journey? |  |
| Copy of birth certificate, passport, photo on CareStore (for LAC children) |  |
| Has child/family been informed of the transfer |  |
| Financial commitments in place |  |
| Signed working agreement |  |
| Signed parental Consent form/sharing information |  |
| CSE screening & Risk assessment |  |
| DUST tool |  |
| Missing |  |
| Legal order and report on CareStore |  |
| EHCP on CareStore |  |
| Warnings up to date |  |
| Notification of Outcome sent to Referrer |  |
| Offences/Conviction up to date |  |
| Education Achievements up to date |  |
| WARNINGS (TM/SM to review that still applies) Risk assessment in Care Store/Case note if it does |  |

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# Transfer Standard Checklist – Essential data items

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| **Checklist** | **Location** |  |
| Date of Birth | Person Details – Basic Details |  |
| Gender | Person Details – Basic Details |  |
| Religion | Person Details – Basic Details |  |
| Ethnicity | Person Details – Basic Details |  |
| Nationality (UASC) | Person Details – Basic Details |  |
| Country of Birth (UASC) | Person Details – Basic Details |  |
| Language | Person Details – Basic Details |  |
| Main address | Person Details – Addresses |  |
| Originated address (LAC only) | Person Details – Addresses |  |
| Primary placement address (LAC only) | Person Details – Addresses |  |
| Disability | Registrations |  |
| Phone numbers   * Parents * Foster/Connected Carers * Child/Young person | Person Details – Telephone numbers |  |
| Service User Group | Person Details – Service User Groups |  |
| Legal Status – Sec 20/LAC | LAC – LAC Episodes |  |
| Non Legal Status:   * Supervision Order * Care Leaver Status * Privately Fostering * Special Guardianship Order * Proceedings * Child/Family Arrangement Order * ELR/Refugee | Legal Status |  |
| GP / Surgery | Person Details – Worker Relationships / Person Details – Organisations Relationships |  |
| Health Visitor if under 5 years | Person Details – Worker Relationships |  |
| School Nurse | Person Details – Worker Relationships |  |
| Designated Teacher (CP/LAC) | Person Details – Worker Relationships |  |
| NHS number | Person Details – References |  |
| School | Person Details – Organisations Relationships |  |
| UPN – Unique Pupil Number | Person Details – References |  |
| Allocation to Worker | Person Details – Worker Relationships |  |
| Allocation to Team | Person Details – Organisations Relationships |  |
| Placement LAC episodes matches Addresses (LAC cases) | LAC – LAC Episodes & Addresses |  |
| File Retention (CIN Cases) | File Management – File Retention |  |
| OC3 – Care leavers up to date | LAC – Care Leavers |  |