

Children's Services Procedures

5: PREPARATION FOR INDEPENDENCE

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5.26: CASE TRANSFER FROM SAFEGUARDING TO LEAVING CARE SERVICE

Name of Issuer: Martin Birch

Issue Date: 27 October 2015

Review Date: April 2016

Reviewer: Martin Birch

Version Number	Date for Review	Brief Description	Amended Section	Editor
1	30/12/2009	Initial	All	C Joyce
2	30/12/2009	Reformat for Intranet Use	All	J Arthus
3	April 2016	Review		

Version Number	Date	Brief Description of amendments	Amended Pages	Reviewer	Review Due
1	30/06/2008	The Leaving Care Service procedure in relation to case transferring from safeguarding to the Leaving Care Service. The procedure also includes internal	All	C Joyce	30/12/2009
2	20/07/2009	Reformat for internet use	All	J Arthus	30/12/2009
3	27/10/2015	Review	All	M Birch	April 2016

Table 1 – Amendment List Register

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SECTION 1 CASE TRANSFER FROM CASE MANAGEMENT TO LEAVING CARE SERVICE

1 POLICY

- 1.1 The following procedures relate to the referral and transfer of cases between Safeguarding and the Leaving Care Service. All young people open to safeguarding who are eligible for a service under the Leaving Care Act 2000 should be referred through the following procedure:

2 TRANSFER PRPOCEDURE

Action By	Action
Manager (Safeguarding) Manager (Leaving Care)	Referral meeting to take place at the start of each month to discuss all cases that will have reach their 16 th birthday within the next six weeks.
Managers (Safeguarding)	To bring to the meeting <ul style="list-style-type: none">• Completed Referral form• Last LAC review documents and minutes including date of next review• Care Plan updated within the last year• Updated Assessment• Chronology• Genogram•
Managers (Safeguarding and Leaving Care)	The referral meeting will identify the week the transfer meeting should take place, approximately six weeks after allocation.
Manager (Leaving Care)	To allocate the case.
Team Manager (Leaving Care)	To inform Business Support at Leaving Care who the case has been allocated to update CCM in relation to co-working.

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Leaving Care Worker	To contact Social Worker that week and arrange information sharing meeting no later than two weeks after allocation and to identify date for joint visit.
Leaving Care Worker and Social Worker	To undertake joint visit to young person no later than two weeks after case has been allocated. If this is to be out of timescales then Leaving Care and Safeguarding Managers are to be informed.
Leaving Care Worker	To begin the Pathway Plan Assessment. Leaving Care Worker should meet with the young person a minimum of three times prior to the transfer meeting. During this time the case responsibility and financial responsibility remains with Safeguarding.
Manager (Safeguarding)	To audit the file in preparation of the transfer for meeting.
Team Manager (Safeguarding) Social Worker (Safeguarding) Leaving Care Worker	Hold transfer meeting. This will signify the official transfer of the case. At this meeting any outstanding issues will be discussed and resolved. Audited files to be handed over in the meeting. If outstanding issues are unable to be resolved and case is not transferred the Manager Leaving Care to be informed and issues to be discussed at next Referral Meeting.
Team Manager (Safeguarding)	To inform Business Support of the case transfer to update CCM