

TRANSFER PROTOCOL

Transfer Protocol:

Case transfer occurs between all teams in children's social care. It is important for children and families to receive the best services possible and in order to ensure this transfer between teams is critical.

It is important for the transfer to happen in a planned way with the opportunity for a new social worker to be introduced to a new worker in a way that helps them understand the future.

Transfer points across services are agreed as;

Children in Need; The transfer will occur at the third CIN meeting. This meeting will be held at week 10. The social worker will notify the receiving team following the second CIN meeting, ensuring that the manager is aware of the pending transfer and is able to identify a worker to attend the third meeting.

Notification of the third meeting will be made via a case note with the receiving team manager linked so that they are aware and note the details of the next meeting.

The social worker will also send the ID of the child(ren) to the case transfer meeting inbox so that the information can be discussed within case transfer meeting.

The third meeting acts as the transition point, the receiving team will have the opportunity to attend the meeting, understand the plans and make plans to meet with the family following transfer.

Following the third meeting the case transfer will be initiated by the social worker and sent to the team manager for the file to be reviewed, audited and authorised for transfer.

The case will be discussed within case transfer meeting to agree the planned transfer.

N.B; at this time LL does not allow for the recording of CIN meeting minutes within Forms and as such these will be recorded in case notes / documents. LL will be updated in light of the transition to SOS which will provide the opportunity to record all information in forms, until this time some minutes will be stored in documents or case notes.

Child Protection: The transfer will occur at the Initial Child Protection Case Conference.

At the point the ICPCC is booked the allocated social worker will ensure that the details of the receiving team manager is listed on the invite to conference.

The social worker will also send details of the child(ren) to the case transfer inbox at the point the conference date has been agreed and set.

The receiving team manager upon receipt of the invite will identify the allocated social worker and where possible this worker will attend the ICPCC. This provides the new social worker with the opportunity to understand the information, be present within the ICPCC and understand and inform plans.

The case will be discussed within the transfer meeting to confirm and agree.

The case will transfer to the receiving team following the ICPCC.

Children Looked After; Children who become Looked After will be discussed within Legal Gateway within 7 days to agree and ratify plans.

For children accommodated under Section 20 the case transfer will occur at the initial CLA review.

For children who are subject of care proceedings the case will transfer at the initial hearing.

The allocated social will notify the receiving manager of dates of CLA review or court hearing via case note, the details of the child will also be sent to the case transfer inbox for the case to be discussed within transfer meeting.

The receiving manager will identify an allocated worker (or duty worker in the absence of the allocated worker) to attend the first hearing or CLA review.

The case will transfer following this.

Children achieving permanence; The agreed transfer point is at the conclusion of proceedings which agrees a plan of permanence.

Pre-Birth Protocol: The protocol for pre birth will remain unchanged resulting in earlier transfer. Cases open to the duty service with less than 12 weeks prior to birth will remain in the service until a clear plan has been developed.

Relinquished children: The protocol for relinquished children will remain in place however there will be discussions held on a case by case basis in respect of transfer points.

Agreed process for transfer for all cases and services.

The transfer all cases between services will adopt the same approach to ensure consistency and promote seamless transfer of services.

All details of children transferring will be sent to the Transfer Meeting inbox.

Transfer meetings will be held on Friday mornings alternating between Progress House and Lilford Centre.

The cut off point for case transfer will be 4pm on Tuesday each week, all emails received after this time will be deferred until the following week.

It is the responsibility of all managers to review cases for transfer and for advanced Practitioners to attend in the absence of their manager.

Responsibilities.

Transferring team.

- All case files will be audited and up to date prior to transfer. The developed form will be used as a guide but will not be recorded as a separate document.
- The earliest notification of any planned meetings will be sent to the receiving manager.
- If there are any outstanding tasks at the point of transfer the transferring manager will seek to resolve within 24 hours.

Receiving Team.

- Managers will make sure where possible that the allocated social worker will attend any meetings held including court hearings.
- The case will be allocated within 24 hours of transfer
- Case transfers will not be rejected based on incomplete information, notification will be sent to the transferring manager of any outstanding information for this to be resolved within 24 hours

Case escalation.

Where a disagreement regarding the transfer of a case is identified.

- Telephone discussion held between managers to discuss and seek to resolve any issues.
- if agreement cannot be reached notification of challenges to be sent to Service Lead with an agreement for discussion and response within 24 hours.

Transfer requirements.

CIN:

- 1) Completed C&F assessment including Plan.
- 2) Chronology on LL.
- 3) Up to date case notes.
- 4) Up to date statutory visits
- 5) CIN meeting x 3 held and minutes input onto LL.

- Transfer point – 3rd CIN meeting.

CP:

- 1) Completed C&F assessment including Plan.
- 2) Conference report completed and input onto LL.
- 3) Chronology on LL.
- 4) Up to date Case notes.
- 5) Up to date statutory visits
- 6) CPCC held and Plan agreed.

- Transfer point – ICPCC

CLA:

- 1) C&F assessment completed with Plan.
- 2) LAC documents completed including health assessment and PEP.
- 3) Chronology on LL.
- 4) Up to date case notes.
- 5) LAC Review held (for Sec 20).
- 6) Up to date statutory visits
- 7) Initial Hearing attended by duty social worker (for ICO).

- Transfer point: Sec20 – First LAC Review / Care Proceedings – First Hearing.

CIC:

- 1) Up to date C&F Assessment
- 2) Plan of permanence agreed
- 3) Statutory visits up to date
- 4) CLA review process up to date

- Transfer point – plan of permanence achieved.