

Appendix C - Transfers Between Teams

- Transfer meeting take place Monday afternoon.
- Purpose of the meeting is for service managers to come together and agree transfers across the service, agreed date for transfer, and best next steps; all recorded on team channel spreadsheet.
- Incomplete work, ie case notes/meeting minutes should not delay agreeing a transfer date, instead agree a transfer date which will accommodate the incomplete work to be finished.
- If you wish to transfer a case, it must be discussed and agreed within this meeting before reallocating on Mosaic.

TRANSFER EXPECTATIONS				
MASH	EARLY HELP	ASSESSMENT	SAFEGUARDING	CYPIC
Signs of safety to be used when capturing telephone referral; HUB and MASH	Danger statement, safety goals and scaling in analysis section of assessment.	Danger statement, safety goals and scaling in analysis section of assessment.	Danger statement, safety goals and scaling completed prior to transfer. Either within assessment or most recent CPIC review.	Monthly Pathway Planning Panel to discuss all of the young people who will move over to the Pathway Team at 18.
Contact outcome to include draft danger statement, safety goal and scaling.	STEP ACROSS TO ASSESSMENT /SAFEGUARDING Conversation between EH PM and CSC service manager on Monday afternoon transfer discussion.	Case summary updated.	Case summary updated.	
Use of signs of safety template within MASH strategy meeting.	STEP ACROSS FROM ASSESSMENT /SAFEGUARDING	CIN requires management oversight on day 5 and day 10, with trajectory planning. Should trajectory plan be	Transfer timescale. Permanent plan for the child to remain looked after outside of the family home.	

	Conversation between CSC SM and EH PM/SM and CSC service manager on Monday afternoon transfer discussion.	longer than 12 weeks, case to be added to transfer list to map and explore date for transfer.		
Pre births, where a sibling has been previously removed or subject to any court proceedings, the assessment should be allocated straight to the safeguarding team.		Transfer timescale. ICPC Initial court hearing Initial PLO Step down following assessment		

Dated: 19.06.2023