



The **Transfer In Conference** process ensures that the transfer of a child protection plan is efficient and effective supporting the best outcome for the child.

Below is a summary of the key steps and roles involved in this process:

1. Host Local Authority's Responsibility

The **host Local Authority** retains responsibility for the child until the outcome of the **Transfer in Initial Child Protection Conference (ICPC)** is determined.

2. Referral Process

Initial Actions

- The **host Local Authority** must contact **City of York MASH** team to initiate the transfer.
- MASH requires the following documentation:
 - **MASH referral form.**
 - **Up-to-date chronology** (covering the last three months).
 - Minutes of the last **Review Child Protection Conference (RCPC)**.
 - **Social Worker's report** for the last RCPC.
 - **Last Core Group meeting notes**, including an up-to-date child protection plan (dated within the last 4–6 weeks).

MASH Process

- Creates a **contact and referral** record uploading all the above documents.
- Allocates a Social Worker to conduct further enquiries within 1 working day regarding:
 - **Permanent residence.**
 - **GP registration.**
 - **Nursery or school placement.**
- The allocated Social Worker reviews all information and provides a **recommendation** on the transfer in request, and sends contact and referral to **the MASH Service Manager**.

- If the required transfer documents are not available, the 1 working day screening should be used to collate these documents and Service Manager within MASH **escalate to Transfer In LA Service Manager** to avoid any undue delay.

Decision-Making

- The **MASH Service Manager** makes the decision about accepting a transfer in conference. This needs to be within **1 working day of the contact and referral**.
- During the process consultation with the **IRO Service Manager** should occur as needed.

3. Progression to Transfer In Conference:

The **ICPC** must be scheduled within **15 working days** of the contact and referral being created.

MASH Social Worker actions

- Within 1 working day of the decision to progress to ICPC the MASH Social Worker:
 - Contacts the **host Local Authority** social worker to inform of the decision.
 - Confirms with **host local Authority** social worker **required attendees** for the ICPC.
 - Advises the **host Local Authority** that their Social Worker is expected to attend the ICPC **in person** as this is best practice.
 - Advises the host Local Authority that their social worker is expected to provide a written report to ICPC.
 - Asks that the host Local Authority inform the **family** of the ICPC date.
 - Emails the invitation list to **cp conference business support**.
 - Confirms with the **MASH Service Manager** if any transfer documents are still to be received from the host LA and takes responsibility to ensuring they are received.

MASH Service Manager, IRO Manager and Safeguarding Manager actions

Within 1 working day of the decision to progress to ICPC the **MASH Service Manager**

- Advises the IRO Service manager of the need for an ICPC with the date of the contact and referral and last date of in time ICPC.
- Once the IRO Service Manager has provided a date for the ICPC (within 1 working day) **the MASH Service Manager** updates the safeguarding service new allocation spreadsheet (via Teams channel) **AND**
- Notifies the **Safeguarding Managers** via email of the above.

Within 1 working day of receiving the request for allocation the **Safeguarding Manager**:

- Allocates a receiving safeguarding Social Worker.

Safeguarding Social Worker actions

- The receiving Social Worker liaises with the host Social Worker.
- The receiving Social Worker where possible arranges a **joint visit** to the family, with the host Local Authority Social Worker, **before the ICPC**.
- The receiving social worker is responsible for chasing any late social work report to ICPC from the host social worker.

4. Temporary Registration/Notification of child on plan temporarily moving to

The **host Local Authority** must contact the **MASH** team to advise that a child, on a child protection plan, is temporarily in our area.

- The **host Local Authority** should forward any relevant documentation such as copies of minutes of the Initial Child Protection Conference and the most recent Review Conference
- **MASH business support** will create a mosaic record for the child and update statutory partners health and police

5. Dispute

The **host Local Authority** retains responsibility for their child until the outcome of the **Transfer in Initial Child Protection Conference (ICPC)** is determined.

If the parent /carer is not prepared to give information as to their longer-term plan creating uncertainty about whether it is a permanent or temporary move, this should not be allowed to cause a delay to an ICPC.