

Transfer Protocol

Torbay Children's Services

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Children's Services

1. Introduction

1.1 This protocol applies to all social care teams working in Torbay Children's Services. It outlines the expected process, accountabilities and procedures that should be applied when a case requires transfer from one team to another.

2. Legislative framework and standards

- 2.1 Working Together, 2015.
- 2.2 The Munro recommendations 2010/11.
- 2.3 Adoption Regulations 2015.

3. Linked documents

- 3.1 Children's Services Quality Assurance strategy.
- 3.2 Service practice standards and Service plans.
- 3.3 National Minimum Standards.

12. Torbay Council Policy statement

4.1 Torbay Council is committed to ensuring the safe transfer of children's records when requiring transfer.

- 4.2 Torbay Council is committed to ensuring there is no delay in the transfer of cases during their progression through services.
- 4.3 Torbay Council is committed to ensuring there is no delay in planning for children, young people and their families in need, or in need of protection.
- 4.4 Torbay Council is committed to ensuring cases are always allocated to an appropriately qualified worker during any transitional period.

12. **Purpose**

- 5.1 To ensure safe transition of children and young people's case files.
- 5.2 To ensure a seamless transition from one team to another, so that the impact on children and families is kept to a minimum.
- 5.3 To ensure plans for children and young people are clearly understood and owned by the receiving team.
- 5.4 To ensure that children, young people and their families are clear about the status of their allocated worker and team responsible for their plan.

6. **Transfer Process and Allocation of Cases**

- 6.1 All cases due for transfer will be confirmed at weekly transfer meetings.
- 6.2 Meetings will always include Managers, and/or Senior staff from Children Services team such as Single Assessment Team (SAT), Safeguarding and Supporting Families (SASF), Children with Disabilities Team (CWD) and Specialist Services Teams LAC/IYSS/Adoption).
- 6.3 Please note that the MASH, Early Help SPA will be excluded from attending Transfer meetings. For this process, please refer to their separate operational guidance. Early alerts in respect of issues to be transferred, pending Initial Child Protection Conference's, children about to be or recently accommodated and court proceedings should be included on the agenda (for information only). These cases will not be recorded on the tracking list until they are ready for transfer.
- 6.4 Each allocation meeting will be minuted (Transfer spreadsheet) by Business Support and will include an up to date case status and highlight significant alerts or actions required. Copies will be distributed to all attendees and absent services for information.

- 6.5 The file will be audited for compliance and quality issues prior to transfer by the relevant transferring manager using the transfer checklist. This checklist should be taken along to be presented at the transfer meeting.
- 6.6 Transfer summaries/audits must be completed in full and include all significant information and identify any actions which need to be completed urgently and/or soon after transfer.
- 6.7 Summaries must be signed off by the relevant Team Manager or Assistant Team Manager completing the audit. The receiving team will audit the file on transfer and identify any work not completed in relation to expectations within the case tracking document – this should be completed by the originating team. Within 24 hours, the receiving team should either accept and allocate or reject the case with clear rationale for doing so. However it remains the case that the original team must maintain case responsibility until accepted by the new team.
- 6.8 It is the responsibility of the originating team to ensure that involved agencies, professionals and family members are notified of the transfer. (This could be within the relevant CIN/ICPC/CLA review)
- 6.9 Wherever possible, a handover visit between the outgoing and incoming workers will take place. If this is not possible other arrangements should be negotiated so that a smooth transition is experienced by the family concerned.
- 6.10 The Case file will be transferred on Paris and updated by the Team transferring the case. The receiving Team Manager will update the system of the name of the new allocated worker.

7. CIN cases transferring from SAT to SASF

- 7.1 At the end of a Single Assessment, the SAT Team Manager's will authorise the move to a period of CIN planning. This will trigger the need for a CIN meeting and this meeting will act as the transfer point between teams.
- 7.2 The SAT social worker will approach any of the SASF Team Managers and request a date for the meeting. The SASF Team Manager will have half a day to discuss with colleagues and come back to agree a date and who will attend. If this is not possible, or a date is not agreed, the SAT social worker will go ahead and book a date, making arrangements for the CIN Meeting to take place within 10 days of the end of assessment.

- 7.3 The SAT Team Manager will also then make arrangements for the CIN case to go onto the Tracking document one week before the CIN meeting. The tracking document is held by Business Support.
- 7.4 The expectation is that a SASF member of staff attends the CIN meeting and that transfer of the case occurs from that point.
- 7.5 The CIN meeting will be chaired by the SAT ATM or Team Manager, and minutes taken by the SAT business support. The SAT social worker will attend the meeting with a proposed CIN plan developed from the completed assessment.
- 7.6 The agreed CIN plan that is produced from the meeting will be captured and typed up by the SAT business support to prevent any further delay in transferring the case. The SASF social worker will ensure the plan is on the system on the correct format.
- 7.7 If the SASF social worker does not attend the CIN meeting, this should not prevent any of the above taking place or indeed that a CIN plan is recorded on the child's file.

8. CP cases transferring from SAT to SASF

- 8.1 If following a Child Protection Section 47 investigation, an Initial Child Protection Conference (ICPC) is convened, the case will be transferred to the SASF team at the Initial Child Protection Conference which must be held within 15 working days of the strategy discussion/meeting. The Team Manager and/or the allocated worker from the SASF team must attend the conference meeting along with the transferring allocated social worker. The case files will be included in the weekly transfer meeting prior to the initial child protection case conference to be chaired by the transferring team.
- 8.2 Following an ICPC, if the child does not become the subject of a child protection plan, a CIN plan may be drawn up. This case should still then be transferred to the SASF team as above.

9. Children Looked After Cases (CLA)

Section 20

- 9.1 If a child/children or young person is accommodated under section 20 of the Children Act 1989 by the Single Assessment Team, the transfer meeting prior to the first statutory review meeting (20 working days) will identify the team to

transfer to. Case files should be presented prior to the first statutory review and ideally allocated workers of the current and receiving team should attend the first statutory review.

- 9.2 The CLA team will accept section 20 cases from SASF following the second review when there is a permanence plan identified. The cases should be highlighted in the tracker meetings at the first statutory review in order that CLA managers can track until the second review. Any areas of dispute should be resolved by the Heads of Service.
- 9.3 For Unaccompanied Asylum Seeking Children who are accommodated under Section 20, arrangements will be made after completion of an assessment by the Single Assessment Team or SASF team to transfer the case to the CLA team, who will undertake the review assessment and Care Plan directly.

EPO/ICO

- 9.4 If a child becomes looked after in SAT by the initiation of care proceedings under section 31 (ICO) then arrangements to transfer to the SASF team should occur at the first ICO Court hearing. The Care Plan and Initial Statement should be completed by the instigating team. Where possible a representative of the SASF team will attend this hearing. NB – Subsequently once the case has progressed through SASF and a Care Order is in place, the case should transfer to the CLA team. Once a Placement Order is in place, the case should transfer to the Adoption team.
- 9.5 If a child's CLA plan ends prior to maturation at 18 years e.g. reunification to family/withdrawal of section 20 the CLA social worker and manager will ensure there is an updated single assessment completed. At the end of a Single Assessment, the CLA Team Manager will authorise the move to a period of CIN planning. This will trigger the need for a CIN meeting that will also be the transfer point between teams.
- 9.6 The CLA social worker will approach any of the SASF's Team Managers and request discussion of a date for the meeting. The SASF Team Manager will have an half a day to discuss with colleagues and come back to agree a date and who will attend. If this is not possible, or a date is not agreed – the CLA social worker will go ahead and book a date, making arrangements for the CIN Meeting within 10 days of the authorisation of the assessment.

- 9.7 The CLA Team Manager will also then make arrangements for the CIN case to go onto tracking one week before the CIN meeting.
- 9.8 The expectation is that a SASF member of staff attends the CIN meeting and that transfer of the case occurs from that point.
- 9.9 The CIN meeting will be chaired by the CLA ATM or Team Manager, and minutes taken by the SASF business support. The CLA social worker will attend the meeting with a proposed CIN plan developed from the completed assessment.
- 9.10 The agreed CIN plan that is produced from the meeting will be captured and typed up by the SASF business support to prevent any further delay in transferring the case. The SASF social worker will ensure the plan is on the system on the correct format.
- 9.11 If the SASF social worker does not attend the CIN meeting, this should not prevent any of the above taking place or indeed that a CIN plan is recorded on the child's file.

10. Other pathways

- 10.1 If a young person becomes CLA in line with Southwark judgement a referral should be made by IYSS to the CLA team for allocation of a social worker, up to the age of 17 ½ years. Over 17 ½ years of age the social worker allocation will be made within the Care Leavers service.
- 10.2 For new referrals of a Relinquished baby: The Single Assessment team (or CWD team if appropriate) will jointly undertake an assessment with the Adoption team. If the assessment concludes that the baby is likely to be relinquished post birth; the case will remain open to the Adoption team for advice, support and monitoring.
- 10.3 If at birth the plan changes and mother no longer wishes to relinquish care, the case would transfer to SASF at this point. If the plan continues to be that the mother wishes to relinquish care then the Adoption team will progress the case through the court proceedings.
- 10.4 The Adoption team will contact CAFCASS and make a referral for a Guardian to meet with the birth parents and seek formal informed consent to place the child for adoption. Other options may include Reg 24 (family and friends placement), s20 Accommodation (CLA) or Care Proceedings (CLA).

10.5 In the event that the LA care plan is single track Adoption and there is an ADM decision approving the care plan, and refer on for family finding to the Adoption service should occur.

11. New Contacts

11.1 Any information received by the service on a closed case should be entered as a new contact/referral on PARIS by the MASH team.

11.2 If a new contact/referral is within three months of closure to any team, the MASH Team Manager will screen the contact and make a decision regarding threshold. If threshold is met for a Level 4 service, the MASH will refer back to the previous responsible team.

11.3 If the new contact/referral is more than three months since closure, the MASH team will follow their standard operating procedures and pass the referral if threshold is met to the relevant service. Heads of Service reserve the right to reallocate back to the previous team where this meets the needs of the child/family.

12. Transfer of Child Protection Cases from other Local Authorities

12.1 If any team is notified of a child subject to a child protection plan by another Local Authority that has moved into the area, the Safeguarding and Reviewing Service (SARS) should be notified. SARS will then confirm the details with the originating authority and record the child's details on PARIS as a **CONTACT** transfer recording that the child(ren) are subject to a child protection plan in another area.

12.2 If the originating authority is requesting a transfer in conference, the case will also be referred to the MASH. They will enter the referral on Paris and re-direct to the Safeguarding and Family Support team. The relevant manager and/or the allocated worker will attend the transfer-in-conference meeting. It is the responsibility of the child protection conference to make the decision about whether child protection planning is needed when the child moves into this area. The conference can also decide if a CIN plan, step down to Targeted Early Help or no further action involvement is appropriate depending upon the information shared during the conference.

12.3 Case transfers between Local Authorities. If a CIN family moves to another part of the country (out of Torbay area) on a temporary basis, case responsibility will remain with the current allocated team until the necessary referrals have been made. The case will remain open pending confirmation of the family's circumstances and referral to the receiving authority is completed and recorded on Paris and accepted by that local authority.

PLEASE NOTE

For information regarding step down to Level 3 targeted services, please see the relevant Practice Standards.

For Information regarding referrals into and out of the Children With Disabilities team, please see relevant Practice Standards.

CASE TRANSFER CHECKLIST

Name of Child/Young Person:	Date:	PARIS ID:	
<u>ITEM</u>	<u>COMMENTS</u>		✓
<p>Personal details screen on PARIS correctly completed, up to date and checked</p> <p>Please include race, religion, warnings and risk assessments.</p> <p>Is the present address up to date, and are contact details correct?</p>			
All case recording up to date, including visits to child/family (see practice standards for teams)			
Up to date chronology.			
Genogram completed.			
A Single Assessment/Childs Plan is completed on the relevant children in the family, and evidence that this has been shared with child/family.			
Managers' decisions recorded on case file.			
Paris file audit completed prior to transfer if required			
Financial agreements up to date on PARIS, and Finance system. Details of service packages, start/ end dates, forecast costs are recorded.			
Copy of all current Legal Orders uploaded onto system.			
Transfer summary complete			

CHILD PROTECTION	
<p>Additional tasks to be completed for child protection.</p> <p>Date of ICPC:</p> <p>CP Plan completed by: Date:</p> <p>Date of last CP Monitoring or Child Protection Visit: <i>(CP Monitoring visits need to be completed every 5 days until ICPS held)</i></p> <p>Has visiting frequency been recorded in ICS?: YES / NO</p> <p>Date of next Core group meeting:</p>	
CHILDREN IN NEED	
<p>Additional tasks to be completed for Children in Need</p> <p>Date of Children in Need planning meeting:</p> <p>Date of last Children in Need visit:</p> <p>Children in Need plan on ESCR: YES / No</p> <p>Date of next Children in Need meeting: <i>(date to be agreed within 5 days of the meeting)</i></p>	
CHILDREN IN CARE	
<p>Additional tasks to be completed for Children in care.</p> <p>Date of last recorded CLA Statutory visit:</p> <p>Date of next CLA review:</p> <p>Date of next PEP:</p> <p>Copy of PEP completed: YES / NO</p> <p>Copy of Care Plan: YES / NO</p> <p>Health Assessment requested/or dated of last Health Assessment:</p> <p>Pathway Plan Assessment completed: YES / NO Date:</p>	

Form completed by:

Date:

(allocated worker)

Signed and transfer agreed:

Date:

(Team Manager)