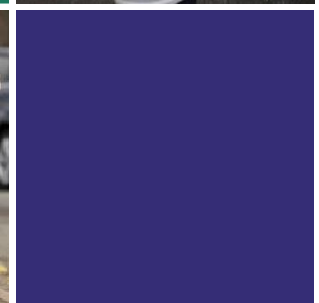
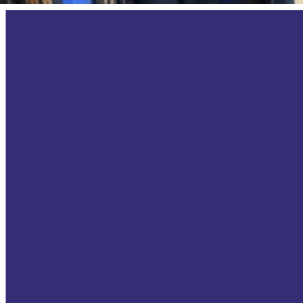
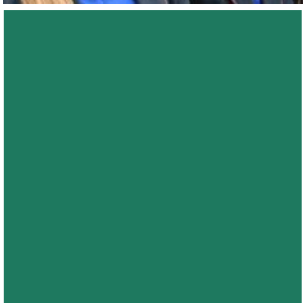
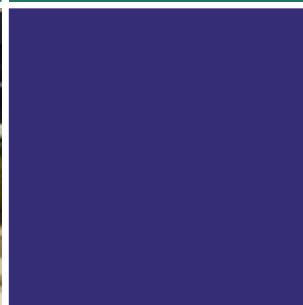


Child Transfer Policy

Version 1 agreed: 5th September 2023
To be reviewed: 5th September 2024



Purpose

This policy sets out the principles and key expectations in respect of when and how we support children and families when they move across service areas.



This policy is intended as a guide for practitioners and managers to support transfer decisions, transfer expectations and understanding of transfer points. It defines the pathway for our involvement with children and families, including decision-making points and roles and responsibilities. While this document sets out core principles, in exceptional cases, it is expected that managers will negotiate individual decisions based on the child's best interests.

Integral is the understanding of how the transfer process supports our children achieve permanence. It sets out how we can all work together to provide support that is seamless and safe service for our children and their families.

The scope of this Policy is transfers from CAD's and to/from Duty and Assessment Team, Safeguarding and Support, Children with Disabilities, Children in Our Care and the Care Leaver Service.

Step Downs between Children's Social Care and Early Help will be managed via the Transforming Lives panel where no Lead Professional is identified and where Family Support Worker has been part of the CIN and or Core group they will take the Lead Professional Role. In addition. the CAF Link Workers will support all external Lead Professionals with step downs.

1. Overarching Principles

Values and Principles	
	
<p>Children, young people, and their Families are at the heart of what we do. The focus must be on impact and outcomes for the child or young person</p>	<p>The approach to Quality Assurance is Systemic Activity is done 'with' practitioners and all perspectives are considered</p>

The child is at the centre

Any discussions relating to transfer of responsibility for involvement with a child will consider their best interest at all times. We promote a relational approach to our work with families, and are committed to minimising the number of practitioners for a child in line with their assessed needs.

Consideration needs to be given to when responsibility for a child transfers to another team and this should not occur during key events or transitions in a child or families life.

Where there is a disagreement the immediate or urgent needs of children and families must remain a priority and teams should approach this using their professional judgement to ensure these are met.

No delay

While there should be flexibility when transferring responsibility for a child, there should be no delays which impact on the child's care plan or support being provided to the family. Responsibility for the child will always remain with the allocated Social Worker and responsible Team Manager until the transfer of responsibility is complete.

On occasions there may be disagreement re transfer timings. On these occasions Service Leads should act to resolve this and record management decision as needed. The Head of Service will make the final decision if resolution at Service Lead level has not been achieved.

2. Transfer Points

CADS Transfer to Duty and Assessment	
Child's Circumstances	Transfer Point
Contact regarding a child previously open to a social worker within the last 6 months.	CADS to make initial enquiries to determine whether the Contact is a Referral. If further assessment is required, this will be passed back to the relevant Duty and Assessment team and previously allocated Social Worker whenever possible.
Contact regarding an Unborn baby where there is an existing sibling/s open case.	CADS progress Contact to Referral. The Unborn baby will then transfer to the team and allocated Social Worker with responsibility for the siblings.
Court direct the Local Authority to prepare a Section 7 in relation to a child not currently open.	CADS would progress Contact to Referral. Transfer at point of Referral will be made to the Duty and Assessment team.
A child not open to the service. Referral progressed for a Child and Family assessment and intervention	CADS progress referral for an assessment to Duty and Assessment Team. Timing of progression in line with CADS Practice Standards.

CADS Transfer to Safeguarding and Support	
Child's Circumstances	Transfer Point
Contact regarding a child previously open to Safeguarding and Support within 6 months.	CADS to make initial enquiries to determine whether Contact is a Referral. If further assessment is required, this will be passed back to the relevant Team and previously allocated Social Worker whenever possible.
Contact regarding an Unborn baby where there is an existing sibling/s open case.	CADS progress Contact to Referral. The Unborn baby would then transfer to the team and allocated Social Worker with responsibility for the siblings.
Court direct the Local Authority to prepare a Section 37 in relation to a child not currently open.	CADS would progress Contact to Referral. Transfer at point of Referral to the Safeguarding and Support.

CADS Transfer to Safeguarding and Support

Child's Circumstances	Transfer Point
An unborn child where recent involvement of CSC with sibling(s) has resulted in care and or placements orders being made.	CADS would progress Contact to Referral. Transfer at point of Referral to the Safeguarding and Support.
Request by another Local Authority for a Transfer-In Conference	CADS to make initial enquiries to determine whether Contact is a Referral. A Referral will only be progressed if CADS determine, in conjunction with Safeguarding and Quality Assurance Team, that it is an appropriate request by another Local Authority and only when all appropriate and requested documentation has been received from the other Local Authority. Transfer at point of Referral to the Safeguarding and Support team who will ensure a Transfer in Conference is arranged.

CADS Transfer to CIOC

Child's Circumstances	Transfer Point
CIOC teams support children who are looked after and have a plan of permanence (to remain in the care of the Local Authority), including those young people who are accommodated under s.20 of the Children Act/homeless protocol and unaccompanied asylum seekers.	Unaccompanied Asylum Seeking Children will transfer directly to the CIOC service from CADS as will children that have closed within the previous 6 months.

Duty and Assessment to Safeguarding and Support

Child's Circumstances	Transfer Point
Duty and Assessment undertake an s. 47 Child Protection Investigation and the outcome is progress to an ICPC.	Responsibility will transfer at the ICPC. The receiving social worker (and manager where required) will attend the ICPC which acts as the point of transfer, where possible. If in exceptional circumstances transfer at ICPC is not possible, this should be done at the first Core Group.
Duty and Assessment accommodate a child resulting in a LAC (Child in Care) review.	Responsibility will transfer at the initial looked after child review at day 20 day. A Single Assessment must be completed by the point of transfer.
Notification of a new Private Fostering arrangement.	Transfer to CIOC following completion of a Single Assessment and Private Fostering Assessment approved by ADM.

Transfers from CADS to the Children's Disability Service

Child's Circumstances	Transfer Point
<p>Where it might be considered that a child has a disability, the effects of the disability can be categorised according to the four levels; mild, moderate, severe and profound.</p> <p>The Children's Disability service will support those child who have a diagnosed sever or profound learning disability, sever or profound physical disability, sever or profound sensory impairment and/ or life limiting illness or complex medical condition.</p> <p>The team will also support children with autistic spectrum disorder with another profound or complex disability.</p>	<p>Where CADS identify a child or young person meets the children with disability criteria they are expected to inform the duty social worker or team manager for initial consultation. Following this, children and young people will transfer directly from CADS to the Children's Disability Service, following the completion of a CADS assessment.</p>
<p>Contact relating to a sibling of a child open to the Children with Disabilities Team.</p>	<p>CADS would progress Contact to Referral. Transfer at point of Referral to allocated Children with Disabilities Social Worker for Single Assessment or another worker as designated by receiving team manager.</p>

Transfers from Safeguarding and Support to the Children in Our Care (CIOC) Service

Child's Circumstances	Transfer Point
<p>CIOC teams support children who are looked after and have a plan of permanence (to remain in the care of the Local Authority).</p>	<p>Initial notification will be provided at the children's transfer meeting that will take place weekly. Transfer should take place at final hearing and the CIOC Social Worker should be identified no less than six weeks in advance of final hearing so they are part of final care planning.</p>

Transfer from Children in Our Care (CIOC) Service to Care Leavers Service

Case Circumstances	Transfer Point	Entitlement
<p>'Eligible' children</p> <p>a) Looked after</p> <p>b) Aged 16 or 17</p>	<p>A referral is completed at age 15 $\frac{3}{4}$ by the social worker and a Personal Advisor will be allocated.</p>	<ul style="list-style-type: none"> • A Personal Advisor • A Needs Assessment • A Pathway Plan

Transfer from Children in Our Care (CIOC) Service to Care Leavers Service

Case Circumstances	Transfer Point	Entitlement
<p>c) Has been looked after by a local authority for a period of 13 weeks, or periods amounting in total to 13 weeks, which began after he reached 14 and ended after he reached 16</p>	<p>The Social Worker will remain the key allocated worker until the transfer has been completed when the young person is 18 years old. At this stage the Personal Advisor will become the allocated worker.</p>	<ul style="list-style-type: none"> • Receive all the care and support they normally receive until they leave care
<p>'Relevant' children</p> <p>a) Aged 16 or 17 b) Looked after by children's services for a period of 13 weeks since the age of 14 c) Looked after for a period of time after their 16th birthday d) No longer looked after</p> <p>A Relevant care leaver can include those that have been detained through the criminal justice system, (on remand or serving a sentence) or were detained in hospital on their 16th Birthday</p>	<p>A referral is completed at age 15 ³/₄ by the social worker and a Personal Advisor will be allocated.</p> <p>The Social Worker will remain the key allocated worker until the transfer has been completed when the young person is 18 years old. At this stage the Personal Advisor will become the allocated worker.</p>	<ul style="list-style-type: none"> • A Personal Advisor • A Needs Assessment • A Pathway Plan • Accommodation and maintenance • financial support to meet education, training and employment needs
<p>Qualifying young person</p> <p>a) Aged between 16 and 25 years b) Looked after by children's services on, or after, their 16th birthday and are no longer looked after c) Spent less than 13 weeks in care since 14th birthday, i.e. do not fulfil criteria for eligible or relevant child</p>	<p>A referral is completed by the social worker and a Personal Advisor will be allocated.</p> <p>The Social Worker will remain the key allocated worker until the transfer has been completed when the young person is 18 years old. At this stage the Personal Advisor will become the allocated worker.</p>	<ul style="list-style-type: none"> • Personal Advisor will be allocated • A Needs Assessment • A Pathway Plan • Advice and befriending and give assistance • Vacation Accommodation-if you are doing a degree course away from home and you need accommodation during university holidays then funding will be provided
<p>Duty and assessment young people i.e. Unaccompanied Asylum Young People</p> <p>a) Age 16 to 18 years b) Under section 20 of the Children Act 1989</p>	<p>The young person is allocated a social worker immediately. A referral is completed by the social worker and a Personal Advisor will be allocated. The Social Worker will remain the key allocated worker until the transfer has been completed when the young person is 18 years old.</p>	<ul style="list-style-type: none"> • A Personal Advisor • A Needs Assessment • A Pathway Plan • Receive all the care and support they normally receive until they leave care

Transfer from Children in Our Care (CIOC) Service to Care Leavers Service

Case Circumstances	Transfer Point	Entitlement
	At this stage the Personal Advisor will become the allocated worker possible and then the Personal Advisor will become the allocated worker.	

3. Weekly Children's Transfer Meeting

Children transferring between the Duty and Assessment team, Safeguarding and Support, Safeguarding and Support, Children with Disabilities and Children in Our Care will be overseen at a weekly Children's Transfer Meeting chaired by the Head of Service for Safeguarding and Support or the Head of Service for Permanence.

Children's Transfer meetings will take place on Friday mornings each week between 9.30am and 10am. Meetings will be attended by Service Leads who will review the transfer requests, the agreed quality assurance checklist and will agree the timescales for transfer.

By midday on Monday the responsible Team Manager will email Lynsey.Haworth@blackburn.gov.uk and request that a child be placed on the Case Transfer tracker and will provide the completed transfer request and quality check list form. Children should only be placed on the case transfer tracker when the responsible Team Manager and Social Worker are satisfied that all work is complete to a good standard and the child will be ready to transfer within three weeks or six weeks if transferring at Final Hearing.

It is important to remember Serious Case Reviews have highlighted that children and families are at increased risk when they are being transferred from one social worker/team to another. It is, therefore, essential that the meeting ensures each transfer is timely and follows agreed good practice and quality assurance guidance.

4. Transfer Good Practice Guidance.

The following good practice principals will underpin our approach.

Shared priority - we will work together co-operatively to ensure children, young people and their families are transferred safely and in a timely way so they receive the right support.

Positive outcomes - we will ensure children, young people and their families are at the heart of what we do. Our collective focus must be on impact and outcomes for the child and the seamless movement between services.

Case work in good order - we will ensure children's case work and records are transferred in good order to avoid any risk of the new social worker/practitioner not being clear about the case history, current and past harm, current risks, good understanding of plans and the rationale for decision making etc. Poor case transfer arrangements may increase risk and result in drift and delay in children, young people and families receiving the right support at the right time.

Trusting relationships - developing and maintaining trusting relationships with the child, young person and their family underpins everything we do. We will work with and not do to children, young people and their families. We will carefully explain why a new social worker, practitioner and team is needed, when this will happen and we will listen and take into account any concerns. In all circumstances the existing social worker should make arrangements to introduce the new social worker to the child, young person and their family and to support handover at the next review meeting.

The child transfer request and quality checklist can be found in Appendix 1.

Appendix 1

Child Transfer Request and Quality Assurance Checklist

Details of Child	
Child(ren)'s Name:	
LCS Number:	
Worker/Co-Worker:	
Team:	
Transferring Manager:	
Category/Threshold:	
Transferring to:	
Date of request:	

Reason for Transfer:

<p>This section should briefly outline why the child(ren) are transferring and their current circumstances.</p>

Action Required			
Requirement	Yes/No	Status	Team Manager's Comments
Child(ren)'s details are up to date and recorded accurately	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Family details are up to date and accurate including telephone numbers, current address	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Relationships are up to date and include all family members and significant others	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
All involvements are up to date	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Genogram completed (date)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	

Action Required			
Requirement	Yes/No	Status	Team Manager's Comments
Religion recorded in LCS and in Assessment as part of Identity	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Ethnicity recorded in LCS and in Assessment as part of Identity	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Assessment completed and shared with parents / carers and recorded on case notes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Child and Family Assessment is still current and considers significant information	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Date of last visit to the child(ren) / date child last seen - include all dates for all children	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Current CiN, Child Protection or Care plan is on file (date last updated/ completed)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Date of last Review of Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Date of next Review of Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Date of next Core Group / Care Planning Meeting	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Chronology up to date	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Case summary is up to date	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Date of last Supervision recorded on LCS	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Date of last Management oversight recorded on LCS	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
For Children in Our Care			

Action Required			
Requirement	Yes/No	Status	Team Manager's Comments
Strengths and Difficulties Questionnaire (SDQ) has been completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Direct work has been completed that helps the child to understand their life story as appropriate.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Health Assessment has been completed within required timescales and is recorded.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Dental check has been completed within required timescales and is recorded.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Most recent PEP is recorded on the child's case records.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	
Management Oversight of transfer is recorded.			
Manager's rationale for transfer is recorded in Management Oversight in Case Notes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Completed <input type="checkbox"/> Not completed	