

Referral and Assessment Team (RAST) to Assessment and Safeguarding Team (AST)

- Exceptions:
- Transfer in CP
 - Sec 37 requests
 - Re-referrals
 - Unborn Poor Prognosis
 - Channel and PREVENT referrals – discussion with Team Manager AST5

RAST
(Absorb all Referrals from CADS)
See exceptions

- Team Manager Completes IMO
- Chronology – Complete PRIOR to Assessment
- Assessment Plan – To be completed following allocation and shared with the Team Manager. Team Manager adds comments and finalises

10 day checkpoint only needed if assessment exceeds 10 days

- ASSESSMENT to be completed within 10 – 15 working days and shared with Parents and Professionals once authorised by the Team Manager
- All information on Protocol to be updated, e.g. demographics, family details, professionals etc.

Section 20

Child becomes Looked After

Transfer at first CIOC Review

Legal Processes

PLO

S47 undertaken by RAST social worker

CDF prepared and with Business Support Team by Friday 12noon.

Legal Gateway Panel. RAST social worker / Team Manager present the information. Receiving AST TM and SW attend where possible

PLO letter and Schedule of Expectation jointly written by RAST social worker.

Legal gateway meeting to be attended by Safeguarding s.w. and T.M.

Handover at I.C.P.C

PPO/ICO/EPO

RAST social worker completes S47 and 10 day assessment

CIN or CP Procedures

Legal Consultation undertaken by RAST social worker

CDF prepared for legal panel, unless in an emergency situation the CDF will be considered on the same day gateway

Immediate application for ICO – SWET written by RAST social

Legal Gateway Meeting attended by RAST social worker / Team Manager and Safeguarding receiving social worker

SWET completed by RAST social worker.

All attempts to be made to introduce Safeguarding social worker to family prior to Initial Court Hearing

Handover at Initial Hearing

NFA

- Team Manager authorises assessment
- Closure process followed including case closure checklist and outcome letters

CAF

- Outcome of assessment is CAF
- Social worker completes de-escalation to CAF process that identifies the agreed Lead professional
- 1st TAF meeting date is arranged prior to closure. TM will show discretion
- It's at the TM discretion if the SW attends the first TAF meeting.

Child in Need (CIN)

- Upon completion of C&F assessment TM to identify receiving CIN SW within RAST. (see exceptions)
- Child in Need meeting to be held within 15 working days to agree plan.
- SMART plan completed by social worker and authorised by TM.

- At this point all aspects of the case must be completed e.g. C&F, chronology, involvements etc.
- CiN meeting is the point that Case responsibility transfers to CIN SW.
- TM reassigns case in the name of the allocated CIN SW from this point and CIN SW assumes case responsibility

- For exceptions:
- Cases for allocation must be in the transfer calendar by 12 noon on a Friday.
 - At this point all aspects of the case must be completed e.g. C&F, chronology, involvements etc.
 - CiN meeting is the point that Case responsibility transfers to Safeguarding Team.
 - Completed case transfer process from RAST manager is authorised by Safeguarding Team Manager.
 - Safeguarding Team Manager reassigns case in the name of the allocated Safeguarding Team

Child Protection (CP)

- RAST social worker completes:
- S47
 - Single Assessment
 - ICPC report

- Invite sent to ICPC is sent to CiN Transfer Calendar
- ICPC is the point of case transfer from RAST
- Case responsibility transfers to Safeguarding Team
- Safeguarding Team Manager reassigns case in the name of the allocated Safeguarding Team Social Worker from this point

Complex Case Hub (CCH)

RAST TM complex CCH Case Note outlining reason for referral to CCH and identifying any relevant documents to inform decision regarding referral. Case note alert to be sent to CCH TM & DTM.

CCH TM / DTM considered relevant information and complete CCH case note with regard to decision as to appropriateness of referral. If not appropriate, RAST TM to further consider appropriate case management. If appropriate, case to follow relevant transfer process for CIN / CP

- CIN exceptions:
- Ongoing police investigations where Safe Carers / Sex Offender Risk Assessment likely to be required.
 - NRPF