

## 1.3.5

### **Social Care Fieldwork Services**

#### **Transfer Protocol**

**Updated May 2018**

This protocol applies to all fieldwork social care services, including the Children with Disabilities Team (CDT), Permanence and Through Care (PTC) and to the Families, Adopters and Carers Team (FACT) based in the Adoption Service and the Safeguarding Hub.

#### **General Principles**

Continuity of service provision to the child/young person is of paramount importance and will be secured by the following principles:

Where children subject to a child protection plan or court proceedings moves to another area in the city they will not transfer.

Area Safeguarding Assessment and Planning teams (SAPs team) responsible for a LAC child will continue to work with the child until they return home subject to a CIN plan, are adopted or transfer to the P&TC Service on a Care Order or agreed Section 20. Prior to this, where a child/young person is the subject of Section 20, there should be a discussion at the Case Management area meeting and the Legal Gateway meeting for a decision as to whether the child/ young person should remain at Section 20 or care proceedings be initiated.

#### **Transfer of Cases to Permanence and Through Care**

Children's' cases to be transferred to P&TC, will be discussed and agreed at the appropriate Fortnightly Area Case Management Meeting and information sent to PTC via an advanced transfer request. The allocation of a worker from PTC needs to be completed in a timely manner to ensure there is no drift for the child/ young person.

Prior to making the advance transfer request the Childs file should be ready to transfer, this includes:

- All relevant documents have been added to Wisdom
- The electronic file has been subject to a compliance audit and where identified short falls have been resolved by the staff
- Transfer Summary completed; this should consist of an overview of the case and a pen picture of the child.

- Once the transfer is agreed by the relevant team the receiving and sending managers should discuss and share all relevant information necessary to prepare for the transfer and allocation of a new worker who will be named at the case management meeting.
- The new worker needs to be advised of the allocation and informed of key dates such as statutory reviews.
- A joint handover visit should be arranged to meet the child/young person, this will be completed within 2 weeks of the case management meeting
- The child/young person and their parents/carers will be advised in person that the responsibility for service delivery is transferring to another section of the service and the reasons for this. **In all cases there must be a written communication that confirms the transfer arrangement and advises the name of the new worker and their manager and their contact details.**
- All other agencies/professionals involved in supporting the child/young person will be notified of the change in worker in writing. This will include the date from which the change will take place.
- Cases must be transferred by the date proposed on the transfer notification form. If the sending team is unable to transfer by the agreed date due to an unforeseen circumstance relating to the child's circumstances the sending manager must contact the receiving manager and negotiate a new transfer date. This needs to be recorded on a child's file using a manager's decision record.
- Where a receiving manager receives a case file that does not meet the standard outlined in the Quality Audit framework they should discuss the shortfalls with the sending manager. The sending manager should agree to ensure the completion of the work within an agreed timeframe. The two managers must agree where responsibility for the case file record rests whilst these issues are resolved and who will hold the case in the interim. The receiving manager should record the decision on a manager's decision record on Care Assess. If there is any disagreement about whether the case file record has met the appropriate standard then both managers should audit the record jointly in order to resolve the disagreement.
- Every effort must be made by managers to resolve any transfer issues at SFM manager level. A Service Manager will only become involved in this process when the SFMs cannot reach agreement.

### **Casework Responsibility**

This list is not exhaustive, however in fieldwork, casework responsibilities are assigned as follows

- Safeguarding Hub – contact and referral determine eligibility for an single assessment
- Single Assessment of children who have a diagnosis of significant health conditions such as cystic fibrosis (CDT)
- UASC age assessment and single assessment (PTC)
- Single Assessment of young people, 16 and 17 years, presenting as homeless. (The Homeless and Prevention Social Worker is currently located in the Safeguarding Hub).
- Single agency S47 enquiries required as part of a single assessment (area SAP teams/ CDT).
- S47 enquiries required as part of a single assessment conducted jointly with police (SAP teams/ CDT )
- Permanence support through adoption/SGO (FACT)

**The permanence and through care service** takes responsibility for LAC, subject to full care orders (except where adoption is the plan) or accommodated under s20, where this has been agreed at the Legal Gateway Panel ). The other exception is Children with Disabilities who remain with the disability 0 to 25 service. Consultation should however take place, with a manager from PTC, as to whether it is appropriate to allocate a support worker to the young person from the age of 16 years. This is to ensure they receive the same opportunities and support afforded to care leavers.

Subsequent reviews will continue to consider the possibility and desirability of reunification and/or whether the child can exit public care through kinship orders such as SGO or CAOs.

P&TC will also be responsible for assessing and supporting UASC's following the age and single assessment if the young person remains LAC. The service will be responsible for pathway planning and for supporting care leavers.

### **Cases transferred to the Children's Disability Team (CDT)**

**The CDT social work service** takes responsibility for delivering assessment and care planning services to children/young people with a major physical or sensory impairment and/or moderate to severe learning disability and where there is an ongoing high level of dependency on others for personal care/meeting other basic needs.

Where a child is open to a SAP team and receives a diagnosis, which is in line with the eligibility criteria for CDT services, CDT may be the most appropriate team to meet the child's needs. A discussion should be held between SFMs and recorded in a Manager's Decision as to whether a transfer to CDT is in the best interests of the child.

If transfer is agreed, the transfer should follow a similar pathway for children/ young people who are transferred to permanence and through care. The pathway for a transfer to CDT is;

- A discussion takes place between the Senior fieldwork manager in the SAP team and Senior fieldwork manager in the Children's Disability Team as to whether a transfer to the Children's Disability Team meets the criteria of the CDT team and is in the best interests of the child.

If agreed an advanced transfer request is made by the Social Worker in the SAP team.

The allocation of the case should be discussed at the CDT manager's meeting to determine allocation. This needs to be completed in a timely manner to ensure there is no drift for the child/ young person.

- Children's' cases can only be transferred after the electronic and paper file have been subject to a compliance audit and where identified short falls have been resolved by the staff involved in the sending team. All relevant records, including a transfer summary, must be completed by practitioners and authorised by managers.

Once transfer is agreed by the relevant team the receiving and sending managers should discuss and share all relevant information necessary to prepare for the transfer and next allocation.

- The new worker needs to be advised of the allocation and informed of key dates such as statutory reviews.

- A joint handover visit should be arranged to meet the child/young person.

- The child/young person and their parents/carers will be advised in person that the responsibility for service delivery is transferring to another section of the service and the reasons for this. **In all cases there must be a written communication that confirms the transfer arrangement and advises the name of the new worker and their manager and their contact details.**

- All other agencies/professionals involved in supporting the child/young person will be notified of the change in worker in writing. This will contain contact details of the worker and their manager and the date from which the change will take place.

- Cases must be transferred by the date proposed on the transfer notification form. If the sending team is unable to transfer by the agreed date due to an unforeseen circumstance relating to the child's circumstances the sending manager must contact the receiving manager and negotiate a new transfer date. This needs to be recorded on the child's file using a Manager's Decision record.

- Where a receiving manager receives a case file record that does not meet the standard outlined in the Quality Audit framework they should discuss the shortfalls with the sending manager. The sending manager should agree to ensure the completion of the work within an agreed timeframe. The two managers must agree where responsibility for the case file record rests whilst these issues are resolved and who will hold the case in the interim. The

receiving manager should record the decision on a manager's decision record on CareAssess. If there is any disagreement about whether the case file record has met the appropriate standard then both managers should audit the record jointly in order to resolve the disagreement.

- Every effort must be made by managers to resolve any transfer issues at SFM manager level. A Service Manager will only become involved in this process when the SFMs cannot reach agreement.

**FACT** takes responsibility for children who are entitled to an assessment for adoption support and special guardianship support or who are privately fostered. This team also reviews Child Arrangements Orders payments.

### **Privately fostered children**

The SAP team undertake the Social Care Single Assessment and once this is written up and signed off the Senior Fieldwork Manager (SFM) will discuss the case with the team manager at FACT. The FACT manager will allocate a worker and a joint visit should be undertaken.

A transfer summary form should be completed by the SAP social worker before a transfer takes place and a compliance audit undertaken by the SAP Senior Fieldwork Manager.

### **Children moving into the city**

Where a child, unknown to another Local Authority, moves into the city to live in temporary accommodation, for example a refuge and is referred in to the Safeguarding Hub then assessment will be determined by the level of need and the address of the temporary accommodation.

Where a child is known to another Local Authority and lives in temporary accommodation in Sheffield responsibility remains with that authority.

However, the Local Authority does have a responsibility to all children in the area. The level of responsibility is determined through screening on a case-by-case basis by the safeguarding hub.

When a family secure a permanent tenancy and the child/children are not subject to a child protection plan or care proceedings; the case can transfer, via the Safeguarding Hub to the relevant SAP team following a CIN meeting and joint handover visit with the current and new social worker.

Where a child from another Local Authority is the subject of a Child Protection plan they remain the responsibility of that Local Authority until a transfer in case conference is arranged. The child/ren will be screened in via the Safeguarding hub and allocated in the

relevant SAP team or CDT team. The allocated Social Worker, in Sheffield will complete a Sheffield Single Social Care Assessment and arrange a transfer in case conference. After the transfer in case conference has been held the case responsibility will transfer to Sheffield.