

Children Young People and Families

Children and Families

Social Care Fieldwork Services

Transfer Protocol

This protocol applies to all fieldwork social care services, including the children and young people's disability service (CYPDS) and to the families, adopters and carers team (FACT) based in the Adoption Service

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 move to another area they will not transfer to that area until they are no longer subject to a child protection plan or the court proceedings have concluded
 - Area safeguarding and assessment teams responsible for a LAC child will continue to hold casework responsibility for that child until either they are returned home subject to a CIN plan (see below), are made the subject of a Special Guardianship Order/Adoption Order/Residence Order when they transfer to FACT or until they transfer to the P&TC Service. Transfer to PTC will take place following the Life Appreciation Day.
 - Where children subject to a CIN Plan move to another area transfer to that area can only be take place once **both** a CIN meeting involving all the new professionals in the child's life **and** a subsequent 8-12 week review meeting has taken place, attended by the new social worker
- Children to be transferred to P&TC, will be discussed and agreed at the appropriate weekly Area Case Management Meeting.
- Children can only be transferred after the electronic and paper file have been subject to a CareFirst 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. 10% of cases transferred will be subject to a random PMF quality audit
- Notice of the impending transfer must be given using the transfer notification form on care assess. Once transfer is agreed by the relevant team the receiving and sending team managers



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should discuss and share all relevant information necessary to prepare for the transfer and next allocation.

- Team manager/Senior Fieldwork manager will agree a transfer plan, which will include the identification of the worker taking on responsibility for the case and confirming that workers attendance at appropriate review meetings and the life appreciation day has taken place (cases moving to PTC service). The sending team manager must record this discussion and decisions agreed on the child's file.
- 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 team manager and their contact details. It will also advise the name and contact details of the new worker.
- All other agencies/professionals involved in supporting the child 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 (the CareAssess transfer record when implemented). 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 team manager must contact the receiving team manager and negotiate a new transfer date. An updated transfer notification form (the CareAssess transfer record when implemented) must be resent to the receiving team and service manager.
- When a case file record is ready for transfer the sending team manager must notify Business Support who will arrange for the secure transfer of any paper based case files. Files should not be physically handed over by workers or managers. On receipt of the file the receiving business support will update CareFirst in relation to case file record location. The receiving team manager must update Carefirst in relation to team, worker and event allocations. This should ensure ownership of casework management.
- Where a receiving manager receives a case file record that does not meet the standard outlined in the PMF Quality Audit they should discuss the shortfalls with the sending team manager. The sending team 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 case in the interim. The receiving team manager should record the decision on a manager's decision record on CareAssess. If there is

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any disagreement about whether the case file record has met the appropriate standard then both team managers should audit the record jointly in order to resolve the disagreement.

- Every effort must be made by team managers to resolve any transfer issues at team manager level. An Assistant Service Manager/Service Manager will only become involved in this process when managers cannot reach agreement.

Casework Responsibility

Within fieldwork casework responsibilities are assigned as follows

- PAT – contact and referral determine eligibility for an single assessment
- Single Assessment of children who have a diagnosis of cystic fibrosis (CDT)
- UASC age assessment and single assessment(PTC)
- Single Assessment of young people, 16 and 17 years, presenting as homeless (PTC)
- single agency s47 enquiries required as part of a single assessment(area SAP teams).
- S47 enquiries required as part of a single assessment conducted jointly with police (JIT)
- Care Proceedings
- Permanence through adoption
- Permanence through kinship options

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. For this latter cohort that includes children whose need for permanence will be secured through public care.

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

The CYPDS 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 there is an ongoing high level of dependency on others for personal care/meeting other basic needs. The responsibility for assessment is now shared with the fieldwork area assessment service with CYPDS workers now based in area assessment teams

FACT takes responsibility for children where there is no requirement for a social work service and who are entitled to an assessment for adoption support and special guardianship support or who are privately fostered. This team also reviews Residence Order payments.

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Transferring Cases

Children who need to transfer are discussed at the Area Case Management meetings. (This meeting also discusses children: on the edge of s20 accommodation; who need to be made subject to a CP plan or PLO or proceedings; who need to be referred to a MAAM). There is also a monthly transfer meeting between the three areas and P&TC. Named workers will be identified at these meetings to ensure that the transfer process can be effected speedily.

Nature of case	Transfer point
Privately fostered children	Once the private fostering notification has been triggered in CareAssess at either the contact or referral stage the case will become the responsibility of FACT
Adopted children and children subject to a SGO	Once the contact record is reassigned to the FACT team the case will become the responsibility of FACT

Between the safeguarding, assessment and planning team service areas

Nature of case	Transfer point
Child subject to a joint investigation by the JIT	Immediately after the case conference or first court hearing or CIN Planning meeting whichever applies

Looked after children	Once the single assessment has been completed or updated. If the child is the subject of proceedings once the full care order has been obtained. This excludes children subject to an adoption plan. Where a child is accommodated under s20 and there is no clear timescale for effecting reunification. Case transfer to PTC
Children subject to AO's/SGO's /RO's	Once the order has been granted and the child is subject to a support plan which will be delivered by FACT based at FPS

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Children moving into the city

- Where a child moves in to the city to live in temporary accommodation then allocation will be determined by the address of the temporary accommodation. Upon family securing a permanent tenancy and the child/children are not subject to a child protection plan or care proceedings case can transfer to relevant SAP team following CIN meeting and joint handover visit by the current social worker and social worker to be allocated to the child and family.
- Children subject to another LA CIN plan or CP plan moving into the city will be the responsibility of the SAP team in the area the family have moved to.