

Sheffield City Council
Children and Families Service

Transfer Policy
Guidance for Practitioners and Managers

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About this Document

Title	Transfer Policy. Guidance for Practitioners and Managers
Purpose	To set out how Sheffield City Council Children will transfer cases between services
Replaces	Social Care Fieldwork Services Transfer Protocol May 2018
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Authors role	Audit and Policy Officer/Service Manager

This policy applies to all Fieldwork Social Care Services, including (but not limited too) the Children with Disabilities Team (CDT), Children Looked After Service (CLA), Leaving Care Service (LCS), Post Adoption Support Team based in the Adoption Service, Connected Persons Team and the Safeguarding Hub.

1. General Principles

There are times when the package of support being offered to a child/young person and their families will need to transfer between services. The continuity of service provision is of paramount importance and will be under pinned by the following principles-

- A decision in relation to transfer should always be made in the best interest of the child/young person and to assist in achieving their plan of support
- Services will communicate and agree that children/young people transfer services at an appropriate time to satisfy their plan
- Children/young people and families will be kept fully informed of the need to transfer between services and will be aware of when this is due to happen
- There will be a clear period of handover which is agreed between the services which will involve introductions of a new worker, and a goodbye from the previous worker. All such handover arrangements should be recorded on the electronic file
- When a key worker changes, the Key Worker booklet devised by the Children's Involvement Team will be used to introduce the new allocated worker
- Where children subject to a child protection plan or Court Proceedings (whether public or private) move to another area in the city, they will not transfer to a different Fieldwork team to ensure continuity of service
- For children/young people whose case may close and then be re-referred back in to service (within 12 weeks of closure), the same key worker (if possible) should be allocated to limit the changes in key worker for the family. Of course this should be considered as to whether it is in the best interests of the family, or whether a new key worker would be more appropriate. In all such decisions a clear manager rationale should be recorded on the electronic file
- Every effort must be made by managers to resolve any transfer issues at SFM/TM level. A Service Manager will only become involved in this process when the SFMs cannot reach agreement

2. Children moving into the city

There are times when children and families will move in to the city but not yet be considered permanent residents. This could mean that they are living in temporary accommodation, or their time in Sheffield will be time limited. At the point of referral in to the Sheffield Safeguarding Hub, decisions will need to be made as to if Sheffield Social Care will take responsibility.

The following list is a guide. Any disagreements should be discussed with a Service Manager for a final decision. Any decisions should be made in the best interest of the child/young person and should take in to account the principles of national guidance and legislation.

- Where a child/young person, unknown to another Local Authority, moves to Sheffield to live in temporary accommodation, for example a refuge and is referred in to the Safeguarding Hub, then any assessment will be determined by the level of need identified through the referral process and the address of the temporary accommodation
- Where a child/young person is known to another Local Authority (whether this is via CIN/CP/CLA), and lives in temporary accommodation in Sheffield, responsibility remains with that Authority
- Where a child/young person is known to another Local Authority and they secure a permanent tenancy in Sheffield, the allocated Local Authority can refer the family through to Sheffield Safeguarding Hub for transfer to be considered. The Sheffield Safeguarding Hub should consider the referral in relation to the threshold guidance and speak to the area Fieldwork Team in relation to accepting any transfer
- Where a child/young person is from another Local Authority and they are subject of a Child Protection Plan, they remain the responsibility of that Local Authority until a transfer in Case Conference is arranged and the outcome of transfer is agreed at the Conference
- Where a child/young person is from another Local Authority and they are subject of any legal Proceedings, the Safeguarding Hub should seek legal advice prior to any transfer. Such legal advice will inform the discussions between the Safeguarding Hub and the Fieldwork Team

3. Transfer to Children Looked After (CLA) Service

The Children Looked After Service takes responsibility for children who have a permanency plan of remaining in Local Authority care. Children/young people who have a plan of adoption will remain in the Fieldwork Teams. Children allocated in the CLA Service could include

children/young people who are subject to a Court Order (full not interim), or those subject to S.20 CA 1989 which has been ratified as per the Scheme of Delegation which can be found at; [Local Resources](#) in the List of Agency Decision Makers Section.

There is an exception to this which is those children/young people who are receiving a service through the Children with Disabilities Team (CDT). Such children will usually stay within CDT unless there is a manager to manager discussion and clear agreement for any transfer. Any such agreement needs to be clearly recorded on the electronic file, and need to be clear as to the reason for transfer and how any change of allocation will impact upon the child/young person and family and how this will be managed.

Process for transfer to CLA -

- A child/young person who needs to transfer to CLA should be discussed at the Fieldwork Case Management meeting and agreement from the Service Manager that the case should transfer
- The allocated worker should complete the transfer pathway to notify the receiving team of an impending transfer
- The Senior Fieldwork Manager in the Fieldwork Team should complete the Compliance Review to ensure that all work is completed on the electronic file. If this is not completed, a clear action plan should be devised with timescales for completion
- A Senior Fieldwork Manager in CLA should review the file and discuss any findings with the SFM from the Fieldwork Team. Where a case file does not meet the standard outlined in the Quality Audit framework they should discuss any shortfalls with the sending manager. Both SFM's should devise a plan of action for who will take responsibility for completing the outstanding work and with clear timescales for completion
- A named key worker from CLA needs to be offered in a timely manner to ensure there is no drift for the child/young person
- A joint handover visit should be arranged to meet the child/young person as soon as possible after the notification of transfer is made. It should be aimed that this is within **2 weeks** of the transfer notification. Any delay on this timescale should be recorded clearly on the electronic file with a rationale as to the reason why
- The child/young person and their parents/carers will be advised in person that the responsibility for service delivery is transferring to another 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

4. Cases transferred to the Children's Disability Team (CDT)

CDT takes responsibility for delivering assessment and care planning services to children/young people with a physical or sensory impairment and/or moderate to severe learning disability. This includes where children/young people may have an ongoing high level of dependency on others for personal care or meeting their basic needs.

Where a child/young person is open to a Fieldwork team and it becomes known that they fit the eligibility criteria for CDT, there should be a discussion held between SFM's to explore which service would meet the child/young person's holistic needs. Such discussions need to be clearly recorded on the electronic file – whether these result in a transfer or not – to demonstrate that consideration was given.

If transfer is agreed, the transfer should follow a similar pathway for children/young people who are transferred to Children Looked After.

Process for transfer to CDT -

- If transfer is agreed the allocated worker should complete the transfer pathway to notify the receiving team of an impending transfer
- The allocation of the case should be discussed within CDT to determine allocation. This needs to be completed in a timely manner to ensure there is no drift for the child/young person
- The Senior Fieldwork Manager in the Fieldwork Team should complete the Compliance Review to ensure that all work is completed on the electronic file. If this is not completed, a clear action plan should be devised with timescales for completion
- A Senior Fieldwork Manager in CDT should review the file and discuss any findings with the SFM from the Fieldwork Team. Where a case file does not meet the standard outlined in the Quality Audit framework they should discuss any shortfalls with the sending manager. Both SFM's should devise a plan of action for who will take responsibility for completing the outstanding work and with clear timescales for completion
- A joint handover visit should be arranged to meet the child/young person as soon as possible after the notification of transfer is made. It should be aimed that this is within **2 weeks** of the transfer

notification. Any delay on this timescale should be recorded clearly on the electronic file with a rationale as to the reason why

- The child/young person and their parents/carers will be advised in person that the responsibility for service delivery is transferring to another 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

5. Cases transferred to Private Fostering

When a child/young person is looked after for more than 28 days by someone who is not their parent, legal guardian or a close relative then this is called private fostering. It is the Local Authorities responsibility to make sure that any child/young person in a private fostering arrangement is looked after to best meet their needs, and that parents and carers understand their roles and responsibilities.

Within Sheffield any notifications of a private fostering arrangement will be allocated to a Fieldwork Team of where the child/young person is residing. If there is a difference in the area boundaries for where the parent/legal guardian and private foster carer resides – then discussion should be had between the Fieldwork Teams to ensure that allocation is agreed.

The allocated Fieldwork Team will complete a Single Assessment to ensure that the child/young person has no unmet needs. If there are no identified needs, the consideration should be given to transferring the case to the Private Fostering Team.

Process for transfer to Private Fostering Team -

- A discussion should be held between managers in the two areas and for them to agree transfer. Such discussions need to be clearly recorded on the electronic file – whether these result in a transfer or not – to demonstrate that consideration was given
- Discussions need to occur and agree the way in which the case will be held open and the appropriate use of the electronic recording system
- The Senior Fieldwork Manager in the Fieldwork Team should complete the Compliance Review to ensure that all work is

completed on the electronic file. If this is not completed, a clear action plan should be devised with timescales for completion

- A manager in the Private Fostering Team should review the file and discuss any findings with the SFM from the Fieldwork Team. Where a case file does not meet the standard outlined in the Quality Audit framework they should discuss any shortfalls with the sending manager. Both managers should devise a plan of action for who will take responsibility for completing the outstanding work and with clear timescales for completion
- A joint handover visit should be arranged to meet the child/young person and the carers as soon as possible after the notification of transfer is made. It should be aimed that this is within **2 weeks** of the transfer notification. Any delay on this timescale should be recorded clearly on the electronic file with a rationale as to the reason why
- The child/young person and their parents/carers will be advised in person that the responsibility for service delivery is transferring to another 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

6. Other Services

There are many other tailored services within Sheffield who have a specific remit is supporting our children/young people and families. **These include but are not limited too – Edge of Care Service, Connected Persons Team, Contextual Safeguarding Service, the Leaving Care Service and the Adoption Support Team.** In all of these services there could be instances when cases would need to transfer to ensure that the children/young people and their families are receiving the best service to meet their needs. In such instances the following transfer process should be followed –

Process for transfer between other services -

- A discussion should be held between managers in the two areas and for them to agree transfer. Such discussions need to be clearly recorded on the electronic file – whether these result in a transfer or not – to demonstrate that consideration was given
- The allocated worker should complete the transfer pathway to notify

- the receiving team of an impending transfer
- The sending manager should complete the Compliance Review to ensure that all work is completed on the electronic file. If this is not completed, a clear action plan should be devised with timescales for completion
 - The receiving manager should review the file and discuss any findings with the sending manager. Where a case file does not meet the standard outlined in the Quality Audit framework they should discuss any shortfalls. Both managers should devise a plan of action for who will take responsibility for completing the outstanding work and with clear timescales for completion
 - A named key worker from the receiving team needs to be offered in a timely manner to ensure there is no drift for the child/young person
 - A joint handover visit should be arranged to meet the child/young person as soon as possible after the notification of transfer is made. It should be aimed that this is within **2 weeks** of the transfer notification. Any delay on this timescale should be recorded clearly on the electronic file with a rationale as to the reason why
 - The child/young person and their parents/carers will be advised in person that the responsibility for service delivery is transferring to another 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

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