

|                             |                             |
|-----------------------------|-----------------------------|
| Title/Status-               | Guidance                    |
| New document or revised     | Revised                     |
| Date approved SMT           | Feb 2024                    |
| Responsible Head of Service | Head of Service Family Help |
| Date next review Due        | Feb 2025                    |

## LEICESTERSHIRE TRANSFER POLICY

**Applies to - All children**

Link to LLR threshold - <http://llrscb.proceduresonline.com/index.htm>

Link to Practice Standards/DCT eligibility criteria/Family Help/Family Safeguarding protocols - <http://llrchildcare.proceduresonline.com/leicestershire/index.html>



Positivity



Trust and respect



Flexibility



Openness and transparency

## Introduction

1. **Our approach to all transfers of work – How we transfer work**
2. **Pathways for intervention – the Child's journey**
3. **Service Area Overview: including when cases transfer**
4. **Best Practice Principles**
5. **Appendix 1. Transfer of Specific Cases**

**The purpose of this guidance is to outline the transfer of work between teams, particularly in relation to cases that are not clearly specified within the remit of a service area. This document is considered guidance and all transfer decisions should clearly take into account the needs and interests of the child/ren and their families.**

## 1. Our Approach to transfer of work- How we transfer work

Transfer decisions should always be based on the needs of the child/young person/family so that they receive timely and appropriate intervention – Right service at the right time.

Generally, services should be delivered by a team that is local to the child's family and where a network of professional and family support is available to them in that area. However, some transfers will be completed to ensure that the child and family have the relevant team intervention where specialist services may be required to meet their needs.

Roles and responsibility for case management and intervention must be clearly defined so that children and family have a named worker and team who are responsible to undertake any intervention and are a point of contact.

Children and families need the opportunity to build trusting relationships with workers, change of workers should be avoided unless required to underpin high quality intervention.

**Where a change of worker is necessary the transfer of responsibility will be carefully planned so that intervention continues without delay.**



Positivity



Trust and respect



Flexibility



Openness and transparency

**Any transfer of work between Locality Childrens' Social Care Teams in Family Help (including Targeted support) or Family Safeguarding, and from locality and children in care services into adult social care will require:**

- Manager oversight to confirm the change of worker/team and the rationale for transfer
- A timely handover of information between workers
- Case recording to be up to date including a transfer summary
- A 'warm' handover via a meeting, and or joint visit
- Clear communication with the child, their family and other agencies involved in supporting the child.

Where transfers are required in response to a threshold decision these should be informed by an analysis of need based on the threshold document and in line with step in and out arrangements.

Any disputes in relation to threshold decisions should be resolved between appropriate managers and recorded on the child's record with clear rationale for any change of decision. This is particularly important if decisions for intervention do not reflect the outcome of the most recent assessment of need.

Disputes between service areas should not be allowed to impact on the service delivered to the child and their family. Only after clear manager to manager verbal discussions should there be timely escalation to appropriate service managers for resolution to resolve disputes based on the principle of the child's need for continuity and timely intervention.

Where a referral is received within 3 months of previous intervention from CSC the case will be transferred for allocation and review by the team most recently involved so that intervention is informed by recent activity and continuity can be provided for the child and family. Should a referral be received shortly out of those timescales the right decision will be made for the child & family who is best to assess/support the family.

Any case where Family Help - Targeted is being provided and concern that the child's needs are not improving or evidencing sustained change, the family should be considered within a **Family Help Allocation Meeting** in line with agreed protocols. This should focus on consideration of the LLR Threshold Document and whether a statutory assessment under Section 17 Children Act 1989 is required to consider if the child meets the criteria to be considered a Child in Need.

Where a case open to Family Help - Targeted support requires either a Strategy Discussion to consider risk of (or likely risk of) significant harm to a child/ren, or where a child needs statutory social work intervention that needs to consider risk and cannot wait for the Family Help allocation meeting, this will be referred immediately to **Family Help Duty** for Threshold Decision making via an immediate case discussion. Family Help Duty team manager would undertake the Strategy Discussion.

## 2. Pathways for Intervention- the child's journey

**The principle of a co-located Front Door** – Children's Social Care and Family Help –Targeted Support:

All incoming referrals requesting Family Help –Targeted support will be screened by the Family Help Targeted Support Triage team. Where there are concerns around risk or barriers to consent the team will immediately discuss Threshold with a First Response Children's Duty (FRCD) manager to consider whether the child/ren need to receive social care enquiries.

All referrals for Children's Social Care (CSC) will be screened within First Response Children's Duty and pathway decisions informed by the LLR threshold for access to services Document.

Early help provision from other agencies should always be considered to support children where the threshold for Family Help - Targeted Support or Children's Social Care intervention is not met. If there continue to be unmet needs and parents' consent to an onward referral for intervention the referrer will make it clear if their referral is for Family Help - Targeted Support or Children's Social Care.

**It is expected that all professionals will have read the LLR Thresholds for access to services document prior to making their referral.**

### Assessment for Family Help -Targeted Support

Where a Child and Family require 1-1 work either for brief intervention (Family Well Being worker) or Intensive Intervention (Keyworker) the family will have an Assessment and a family plan. This includes targeted Youth Work (Youth Star assessment and plan).

### Group work

Where a Child or Family is attending group work intervention only, they are not assigned to an allocated worker and a Family Assessment would not be undertaken. If the group work lead has concerns that the needs of a Child/Family are escalating and require more intense support, they must discuss this with their

manager and the case should then be considered within a Family Help allocation meeting. Where a case open for group work requires more urgent discussions to consider risk (or likelihood of risk) the case should be referred to Family Help (SW) Duty for a threshold discussion.

#### Children's Social Care (CSC)

All children receiving services from CSC should have an up-to-date Child and Family Assessment (C&F Assessment) of their needs completed to inform any decision in respect of service provision and how their needs are best met. The assessment will inform the child's journey in line with the statutory thresholds and services delivered by the most appropriate team and worker in respect of team remit and services in the locality covering the child's home address.

Where it is identified within incoming information that a child has suffered or is likely to suffer significant harm, this information should be considered within a multi-agency strategy discussion to consider if threshold is met for enquiries under section 47 of CA 1989. This should be completed in line with LLR procedures for Strategy discussions and a C&F Assessment will form part of a Section 47 enquiry when threshold is agreed in a multi-agency Strategy discussion.

Direct transfer - Some cases where the presenting information meets the criteria for direct transfer into locality services (Family Help/Family Safeguarding) will be directed to the relevant locality team where appropriate assessment and intervention can be started without delay for the child (See grid below).



Positivity



Trust and respect



Flexibility



Openness and transparency

### 3. Service Area Overview

#### **First Response Children's Duty (FRCD)**

This is Children's Social Care's (CSC) 'front door' and the first point of contact for children, families and professionals seeking advice on how best to improve a family's circumstances, and request intervention from Children's Social Care. The team's priority is to identify the most vulnerable children i.e. those at risk of 'or likely to suffer significant harm' (Section 47 Children Act 1989) or those whose needs are sufficiently complex that without statutory services their health and development will be impaired (Section 17 Children Act 1989), and those children who have specific needs that require consideration of another statutory duty e.g. young carers, private fostering, and children with a disability.

FRCD will prioritise and respond to all incoming contacts based on the application of the LLR threshold for intervention. The Practice Standards provide detailed expectations of how the service prioritizes and applies timely processes to incoming work in line with Statutory requirements.

FRCD Screening is co-located with Family Help's - Targeted Triage, and where the contacts and referrals are judged to meet the criteria for Family Help - Preventative and Targeted, FRCD screening passes them immediately to Family Help (Targeted) Triage for processing.

FRCD Screening may also pass work directly to the Families Together team, where a family presents in crisis wanting a young person to be accommodated by the local authority.

In some cases where we accept a referral, they will meet the criteria for direct transfer as set out in **appendix 1**.

#### **Family Help – Children in Need, Preventative and Targeted Support**

Family Help spans a broad range of families' needs, from Preventative Early Help at the top of tier 2 of the spectrum of need, through Targeted Early Help in tier 3, and into Child in Need provision in tier 4. Targeted Early Help in Leicestershire is known as Family Help -Targeted Support.

Family Help provides a broad range of services to meet these needs from group work intervention and casework with families and children aged 0-19 (or up to 25 for SEND). Interventions may be preventative, or proactively tackle existing or



Positivity



Trust and respect



Flexibility



Openness and transparency

escalating problems to minimise risk. Family Help will work with families and groups known to be most vulnerable up to and including the statutory threshold for Children in Need. Services are provided by multi-skilled locality-based teams of social work qualified and alternatively qualified workers.

Where services are requested from Preventative Early Help, initial screening will be completed within First Response Children's Duty and where this request is proportionate and parental permission for intervention is in place, the contact/referral information is directed to Family Help – Targeted Support for recording and further pathway decisions to be completed.

Early Help services are delivered by a range of agencies. Where the threshold for CSC intervention is not met, as part of the screening and assessment process, it is important that consideration is taken to ensure support from the right service. There are times when this might mean a referral to another agency who are better placed to meet a family's needs to be progressed

A family plan may involve coordination of support from a number of services, including Preventative Early Help and/or Family Help – Targeted Support to prevent a child's needs becoming sufficiently complex to require statutory services or as part of the step down of work where statutory services have ended.

#### **Family Help will provide services to:**

Children and Families who have additional needs that cannot fully be met by universal services and meet the threshold for Early Help intervention.

Family Help includes Family Hubs that provide services across the 5 geographical localities: Melton & Harborough, Blaby, Oadby and Wigston, Charnwood, Northwest Leicestershire, and Hinckley.

Children and Families whose needs meet the threshold for statutory intervention under Section 17 of the Children Act 1989 (Children in Need).

Children in Need will be allocated to and supported by social workers and Keyworkers within Family Help.

Family Help will provide a broad spectrum of support from Early Help through to Children in Need.

Children subject to Private Law Proceedings previously closed by a locality team within the last 3 years.

Children who are at risk of entering, or who are part of the Youth Justice System where Child Exploitation is not a feature.



Positivity



Trust and respect



Flexibility



Openness and transparency



Children who have disabilities, where it has been considered that they are best placed to meet a child's needs and they do not meet the threshold for services from the Disabled Children's Service.

Children transitioning/exiting Family Safeguarding intervention, for example, after a child protection plan has ended and requires a section 17 Child in Need Plan for longer than 3 months.

Children and families who are subject to child protection including pre-proceedings where Preventative Early Help provision is identified as part of the plan and is requested via internal referral to **Family Help allocation meeting**. This includes youth work, and all group work programmes.

### **Family Safeguarding Services**

Family Safeguarding is split into 4 locality areas and these Teams provide planned services to children and families that are local to the child's family and professional network wherever possible. **Family Safeguarding will provide services to:**

Children who are assessed to require protection under a child protection plan that has been agreed in a multi-agency initial child protection case conference as set out in Working Together 2023.

Children who are Children subject to Section 20 CA 1989 accommodation arrangements.

Children who are subject to pre-proceedings arrangements within Public Law Outline.

Children who are subject to Care Proceedings within the Public Law Outline.  
Children who are in the Care of the LA and where permanency decisions are not yet in place; including where there is work to rehabilitate children into their family networks.

Support for children subject to Special Guardianship Orders.

Children in specific circumstances that meet the criteria for direct transfer so that Assessments and intervention can commence without delay.

Children subject to Supervision Orders as they have met the S31 threshold of harm and may require the situation to be returned to court if the improvements are not sustained.

### **Families Together**

Families Together is a service which has been designed to respond rapidly and intensively to support families whose children and young people aged 11+ are firmly



Positivity



Trust and respect



Flexibility



Openness and transparency



stating that they are unable/unwilling to look after them.

Families Together is located near to FRCD, so they can respond quickly to new referrals of this type.

Families Together will also take referrals from Family Help and family Safeguarding locality teams, where there is a young person in the family where risk of Family Breakdown is a concern, and they require specific work from Families Together team.

Single issue families will be allocated to the social workers in Families Together with intensive intervention provided by the Family Intervention Workers in the team. Where the referral has come from a locality team and they already have a social worker allocated to the family, that social worker will continue to be allocated and the family supported by a Families Together Family Intervention Worker. The Families Together team will work with families on a child in need basis to improve family relationships and work with the family to reduce the risk of the child being accommodated into local authority care. If safeguarding concerns or further support is identified, the child will be transferred to the Family Safeguarding Service or Family Help Service.

#### 16/17 homeless Young People

Families Together will work with 16/17-year old's who present as homeless or where they are at risk of becoming Homeless. These young people are identified as being extremely vulnerable due to the nature of their circumstances so ensuring they are able to be provided with a safe place to live is a priority, especially if they are not able to reside within their immediate or extended family. This cohort of young people are referred to the team by FRCD and a Child and Family Assessment is completed whilst also initiating child in care procedures under s.20 voluntary accommodation (Children Act, 1989). At the 28-day Review of Arrangements meeting the young person will be transferred to the Child in Care Service if we are not able to consider reunification home or to their Network in the next 3 months.

### **Child Exploitation Service**

The Child Exploitation Service is a specialist service which focusses on supporting young people who are at risk of or are suffering significant harm from causes which emanate from outside the home (sometimes referred to as Contextual Safeguarding). The young people will be at high risk of either sexual or criminal exploitation by either other young people or adults not in their families.

As a specialist service, its main function is to step-into child protection and child in need plans alongside the allocated social worker from Family Help or Family Safeguarding, providing advice, support, and joint interventions where appropriate.

Where contextual safeguarding is identified as the main issue, the CE Team will be solely responsible for working with the child and their family under the auspices of a Child in Need plan/community safety plan (Tier 4) or Early Help plan/Youth Star assessment and plan (Tier 3).



Positivity



Trust and respect



Flexibility



Openness and transparency

The teams offer a variety of professional skill sets including qualified social workers, alternatively qualified worker, and youth workers,

Referrals are internal and require the completion of a CE risk assessment template so that the receiving manager can review the level of risk and determine whether it meets the eligibility criteria for the service.

### **Youth Service**

The Youth Work offer at LCC is for targeted intervention of up to 12 sessions for children who meet the youth work criteria. Further eligibility criteria include that the child must be between the ages of 11 and 17.5 years old and their needs cannot be met through groupwork or universal offers. Work is received through the Multi-Agency Assessment Form of the Targeted Early Help Form and into the Family Help – Targeted Support Triage Team. Work is also received from within the Department, where there is a clear identifiable need for a young person and where the wider needs of the family have been explored and met. The wider context of family needs are often missed when the referral is focused on the young person solely. Youth work is not an appropriate response where children have complex needs or high levels of trauma and therefore exclusion criteria are in place.

Youth work interventions are focused around the following areas of need, which are identified through the Early Help Assessment, health, wellbeing and neurological diversity, family relationships, education, training and employment, personal safety, and peers,

Where youth work managers are concerned about a child and they assess that a step up to social care is required, this will be made through the weekly allocation meeting within Family Help.



Positivity



Trust and respect



Flexibility



Openness and transparency

## **Children in Care Service (CiC)**

The Children in Care Service will hold primary statutory responsibility for children who are in the Care of Leicestershire County Council and have a ratified long-term plan of care (Permanency Decision).

### **Children in Care will provide services to:**

Children where care proceedings have concluded that the Local authority will retain shared Parental responsibility and meet the child's needs for permanency. **Case responsibility will transfer at a point that is appropriate to meet the child's needs and subject to the agreement and planning between the locality and children in care team managers.**

Children where a Looked After Child Review has confirmed that a young person subject to a Section 20 arrangement has a ratified care plan of long-term care. **Case responsibility will transfer at a point that is appropriate to meet the child's needs and subject to the agreement and planning between the locality and children in care team managers.**

Homeless 16/17-year-old young people where it has been assessed that they are unable to return home. **Case Responsibility will transfer after the 28 days Looked After Children's meeting (Families Together are responsible for the initial care plan up to the 28-day Children in Care review and can transfer the young person's case at this review (with a warm handover with the young person if not at the review)).**

Unaccompanied Asylum-Seeking children. **Case responsibility will transfer following initial screening in line with direct transfer criteria as set out in Appendix 1.**

Children who have been remanded into Local Authority care. **Case responsibility will transfer following initial screening in line with direct transfer criteria as set out in Appendix 1.**

Care Leavers - Young People and Young Adults who have left Care of Leicestershire County Council and are entitled to services under the Children (Leaving Care) Act 2000. A care leaver is someone under the age of 25 who has been looked after by the Leicestershire County Council as a child. To get support under Leicestershire's Care Leaver Local Offer, the young person must have been in our care for at least 13 weeks after their 14th birthday and some of these 13 weeks must have been after their 16th birthday.

If you're not sure if a young person is eligible for support, you can read more about the offer at <https://www.leicestershire.gov.uk/education-and-children/social-care-and->



Positivity



Trust and respect



Flexibility



Openness and transparency

[supporting-families/leicestershire-care-leavers](https://www.supporting-families/leicestershire-care-leavers) or call our duty team on 0116 305 3051, or email [cicduty@leics.gov.uk](mailto:cicduty@leics.gov.uk) for advice.

## **Disabled Children's Service (DCS)**

This is a county wide service responsible for supporting families who require a service to meet the continuing care needs of their disabled child, where the needs cannot be met within their community, through universal or targeted services or through Preventative and Targeted Early Help provision. Many of these families will be supported through Child in Need plans.

Eligibility criteria for access to this specialist service will be applied to consider the most appropriate service that meets the child's needs. Case responsibility will transfer based on initial screening (where eligibility is clear), or after FRCD Assessment of need or risk is completed, or where based on ongoing assessment the specialist support of the disabled children service will best support the emerging needs of a child or young person.

Guidance for eligibility for the Disabled Children's Service is available here:

[https://www.proceduresonline.com/llr/childcare/leicestershire/user\\_controlled\\_lcms\\_area/uploaded\\_files/GUIDANCE%20-%20Disabled%20Children%27s%20Service%20Eligibility%20Criteria.pdf?zoom\\_highlight=disabled+children#search=%22disabled%20children%22](https://www.proceduresonline.com/llr/childcare/leicestershire/user_controlled_lcms_area/uploaded_files/GUIDANCE%20-%20Disabled%20Children%27s%20Service%20Eligibility%20Criteria.pdf?zoom_highlight=disabled+children#search=%22disabled%20children%22)

### **4. Best Practice Principles**

- Leicestershire County Council's priority is to keep families together.
- We strive to work in partnership with other agencies and children and families.
- If the incoming Team Manager does not agree with threshold/decision making they will ensure robust oversight is added to the file and be responsible for any next actions including closing the case or progressing to early help/universal services and advising the referrer of this action.



Positivity



Trust and respect



Flexibility



Openness and transparency

- Transfer disputes will not disadvantage any child/family and decision making will be timely – any disputes will be resolved within 24 hours.
- Best Practice for transfers between Teams/Service Areas should be considered (where possible) at Key points for example at a Review Meeting or at the conclusion of Court Proceedings.
- Information arising following the transfer of a case which may alter the decision of the outgoing team needs to be considered by the Team Manager of the Incoming team. Any decision to change the original decision must be clearly recorded with a rationale on the electronic records (Mosaic) as a Manager Decision.
- In FRCD Assessments at the 10-day Supervision when a decision is made for Child in Need intervention, the allocated Social Worker or Team Manager will send notification via email to the incoming Family Help team to advise of the case and the rationale for the decision.
- The receiving Family Help Team Manager (SW) & Leader will review the information within 24 hours to consider who will become the allocated worker and attend the Child in Need Meeting (Keyworker or Social Worker).
- If a Keyworker is to be the allocated worker, a Senior Social Work Oversight Practitioner (SSWOP) will chair the first CIN meeting and last.
- If a Social Worker is to be allocated, they will attend the initial CIN meeting chaired by the FRCD social worker.
- If a contact is received by FRCD on a case previously open to the Family Help/Safeguarding team during the previous 3 months FRCD Duty will ensure they will have oversight of the presenting information and if they consider further assessment/intervention is required, they will send over the open contact and hand this over to the responsible/covering Team manager who will ensure a decision is made within 24 hours.
- This is on the basis that the child and family are well known to the team and have an established relationship. FRCD may also make the decision that the presenting need at point of rereferral will be best met by another team or service, or a fresh assessment by FRCD is required as the presenting need has changed.
- Transfer of work should always be accompanied by an up-to date Chronology, Cultural Genogram and a Transfer Summary and Checklist (See Appendix 1 for case-note template)

- Where an element of the case is to be jointly worked, this should be well managed with clearly defined roles, responsibilities and actions set out by the lead Team Manager in a management oversight or supervision Mosaic step.
- Due consideration should be given to joint supervision sessions.
- Once a decision to close a child's case is made there must be a Closure Summary step completed and the Service User Group is closed down at that point. The closure summary will make clear reference to any safety plan in place and its bottom lines and where this can be located on the Child's file.
- Transfer of cases from other LAs - [https://llrscb.proceduresonline.com/files/ch\\_fam\\_moving\\_across\\_la\\_boundaries.pdf](https://llrscb.proceduresonline.com/files/ch_fam_moving_across_la_boundaries.pdf)

## DISPUTES

All disputes will be resolved within 24 Hours. If Team Managers are unable to resolve any dispute, then this should be escalated to the respective Service Managers for resolution. If no resolution can be reached a Head of Service should be consulted and a management decision made in the interests of the child/family - this should take no more than 3 working days and but more immediately if safeguarding concerns are present

## Appendix 1

**First Response Childrens Duty (FRCD) – Cases that REQUIRE AN ASSESSMENT prior to any transfer:**

| Case description  | Transfer to  |
|---|--|
| Any new referrals identified as meeting the statutory threshold for Child in Need/Need of Protection. | <b>Family Help – Children in Need</b> transfers to take place at <b>1<sup>st</sup> CIN meeting</b><br><b>Family Safeguarding – CP – at ICPC</b>  |
| Child with disability where the eligibility against the CWD criteria is not clear.                    | Assessed as a Child in Need/Need of Protection but Disabled Childrens Service eligibility not met – Family Help/Safeguarding<br><br>Assessed as Child in Need/Need of Protection DCS eligibility met – <b>Disabled Children's Service</b><br><br>Transfers at <b>1<sup>st</sup> CIN meeting/ICPC</b> |



Positivity



Trust and respect



Flexibility



Openness and transparency



|  |  |
|--|--|
| Eligibility not met for Statutory Intervention as a Child in Need/Need of  | <b>Family Help Targeted Support/Universal Services can be considered.</b>  |
| <p>Children at risk of immediate family breakdown (care broken down at point of referral)</p> <p>OR</p> <p>Children on the edge of family breakdown</p> <p>Single Issue 11+ family breakdown</p> | <p>Where the Child is under 11 years of age they will be considered and responded to as Safeguarding and will remain in FRCD for an Assessment. In cases where there is more than 1 child, consideration needs to take place to see if there is a safeguarding element (especially if the children are aged 11 years or younger) and if issues other than family breakdown can be resolved by FRCD FIWs before the case is transferred to Families Together. A case discussion between the <b>Families Together Team Manager</b> and FRCD Duty/Assessment Team Managers will need to take place before these cases are transferred. It is hoped this approach will prevent cases having to be transferred between FRCD &amp; FT and the children and families get the right service at the right time. Single Issue 11+ family breakdown – <b>Families Together</b>.</p> |
| 16+ Homeless – Section 20 CA 1989.   | <p>Transfer from FRCD screening to Families Together immediately for Assessment and Intervention/support</p> <p>If a return home within 3 months likely/possible remain with Families Together/or Family Help/TEH if other issues and support in the family required</p> <p>Return home unlikely and S20 agreed and consented to – <b>Children in Care Service at the 28 day review</b></p>  |
| Section 7 Court Reports Mental Health Tribunal Reports directed by the Courts (Including 85/86) - If previously not known or known over 3 years ago  | <p><b>FRCD complete assessment then transfer to Family Help.</b></p> <p><b>There will be an assessment/CIN plan and a legal report MOSAIC step.</b></p>  |
| Children on the Risk of Admission Register that have not been previously known or over 3 months.   | <p><b>Family Help/Family Safeguarding/CIC/DCS</b></p> <p>Transfers to take place at <b>1<sup>st</sup> CIN Review/ICPC/LAC Review</b></p>   |



|   |  |
|---|--|
| <p>Referrals from other Local Authorities:</p> <ul style="list-style-type: none"> <li>- Child in Need – FRCD to complete assessment.</li> <li>- Child Protection – an ICPC will be arranged within the 15 days national expectation from point of notification.</li> <li>- Incoming Proceedings where Supervision Order designation is the issue</li> </ul> | <p><b>Family Help</b> – discussions at 10 days supervision to consider type of worker.</p> <p><b>Family Safeguarding</b> – Child Protection &amp; PLO - Transfers to take place at <b>ICPC</b></p> <p><b>Family Safeguarding.</b> As the threshold for S31 significant harm has already been met for incoming proceedings.</p> |
| Pre-Proceedings initiated by FRCD   | <b>Family Safeguarding/Disabled Childrens Service</b> prior to first pre-proceedings meeting or ICPC (whichever comes first).  |
| Proceedings initiated by FRCD   | <b>Family Safeguarding/Disabled Childrens Service</b> at first court hearing   |
| Adoption Support/SGO Support and CAO Support where this is NOT the presenting need.   | Assessed as a Child in Need/In Need of Protection – <b>Family Help/Family Safeguarding /Disabled Children’s Service.</b>   |
| <p>CE (joint allocation) where Threshold met for Child in Need/Need of Protection (allocated social worker leads care planning)</p> <p>Exceptional response to S.47, held in the CE Service, if the immediate risk is exploitation (not currently active)</p>   | <p><b>Family Help/Safeguarding</b> SW - if complex (not solely CE risks).</p> <p>CE service who will offer enhanced partnership coordination of safeguarding.</p> <p>Once assessment and work are completed if exploitation and vulnerability remain solely CE risks this case will be transferred fully to the CE team.</p>   |
| <b>Pre-birth Assessments</b> by FRCD and Family Help where the parents are not engaging, there has been no change in circumstances if there was a previous removal, the pregnancy is in the late stages, and/or serious safeguarding concerns.  | <b>Family Safeguarding</b>   |
| <b>Private Fostering</b> – FRCD will complete the assessment and can then transfer on a Child in Need plan or as Private Fostering for PF visits.   | <b>Family Help</b>   |

|                                    |   |
|------------------------------------|---|
| <b>S117</b> discharge arrangements | <p>Children previously subject to S2 or S3 sections under the Mental Health Act. The LA has a duty to provide aftercare support jointly with Health. If the trajectory suggests that the child needs to be looked after to be kept safe then they should go to <b>Family Safeguarding</b>.</p> <p>If community support is probable then they should go to <b>Family Help</b>.</p> |
|------------------------------------|---|

**First Response Childrens Duty (FRCD) – transfer of cases that DO NOT REQUIRE AN ASSESSMENT to be completed by FRCD:**

| Case description  | Immediate Transfer to:  |
|---|---|
| Incoming Child Protection Conference                                  | <b>Family Safeguarding</b>  |
| Children on Remand  | <b>Children in Care Service</b>   |
| Unaccompanied Migrant Children/Unaccompanied Asylum-Seeking Children. | <b>Children in Care Service, UASC Team</b>  |
| No Recourse to Public Funds (NRPF)                                    | <b>Family Help/DCS</b>  |
| Returning Care Leavers  | <b>Children in Care Service, Care Leaver Team</b>   |
| Children at risk of Family Breakdown                                  | <p><b>Families Together</b> - Single children aged 11+ where edge of care/family breakdown is the sole issue.</p> <p>Where Family Breakdown is not primary reason transfer to FS/FH dependent on Threshold (FT will co work with a FIW allocated)</p> |

|  |   |
|--|---|
| Adoption Support/SGO Support and CAO Support where this is the only presenting need.   | <b>Adoption</b> - Adoption Service offers life-long support.<br><b>SGO/CAO</b> - If support is needed within 3 years of the making of the order – <b>Adoption Service</b><br><b>SGO/CAO</b> - if support needed after the first 3 years of the making of the order – <b>Family Help/DCS</b> |
| Cases closed for less than 3 months  | <b>FRCD complete screening to determine if case needs to return. Discuss with previous TM if needed. Last allocated team/locality, unless need indicates a different service is required.</b>   |
| Section 7 where child is known to Locality/DCS in the previous 3 months or open on CIN/CP plan. Over 3 months CAFCASS complete them.   | <b>Family Help/DCS</b> - Last allocated team/locality. Family Help will allocate a social worker or senior practitioner as appropriate.   |
| Section 37 directed by the Courts and Mental Health Tribunal Reports (including 85/86)   | <b>Family Help/DCS</b> - Last allocated team/locality. Family Help will allocate a social worker or senior practitioner as appropriate.   |
| <b>Pre-birth Assessments</b> where the parents are engaging, there has been a change in circumstances if there was a previous removal, the pregnancy is in the early stages (see flow chart) . | <b>Family Help</b> will discuss with FRCD the best type of worker to engage the family, i.e., Keyworker or Social Worker. The family will immediately transfer intervention and assessment by a KW & SW.  |
| Repeat Pregnancies where care proceedings initiated by Leicestershire County Council have concluded within the last 3 years.   | <b>Family Help in the same</b> locality as the last allocated team, unless need indicates a different team is required.   |
| Repeat Pregnancies where care proceedings are still underway.  | <b>Family Safeguarding</b> in the same Locality will undertake the assessment.  |
| Repeat pregnancies where the other children are on a CP plan.  | These assessments will remain with <b>Family Safeguarding</b>   |
| Relinquished babies – New Referrals  | <b>Adoption Service, Permanence Team. Consideration given to co-allocation with Family Safeguarding/DCS</b>   |
| Transfer of cases in Proceedings   | <b>Family Safeguarding as S31 has been met</b>  |
| Child with disability where the criteria is clearly met for the Disabled Childrens Service (DCS)   | <b>Disabled Children Service (DCS)</b>  |
| Occupational Therapy request – FRCD complete OT checklist.   | <b>Disabled Children Service (DCS)</b>  |

|  |   |
|--|---|
| Parent/Carer's assessment request  | <p><b>To be completed by the team the child is allocated to.</b></p> <p><b>If not open, assessment request to be considered in subsequent planning once the Child's needs have been assessed.</b></p> |
| CSE/CE where support or direct work on these issues is the only key area of work | <b>CE Service</b>   |

**Cases where a Child Protection Plan is/was in place and the decision at Conference is that the Plan will come to an end:**

| Agreed Outcome                                       | Action   |
|--|--|
| Child in Need Plan agreed as part of trajectory      | Case retained by <b>Family Safeguarding</b> to work with the family. If Child in Need work is to continue beyond 3 months, then transfer to Family Help at 3month CIN meeting if further intervention is needed.   |
| Child in Need Plan not agreed as part of trajectory. | Closure or Planned transfer to Early Help/Universal Service to be agreed as part of the trajectory. In the unlikely event of no further action required following a Child Protection Plan, consideration is required as to the appropriateness and impact of the case being closed to <b>Family Safeguarding</b> .<br>Clear contingency planning to be recorded as part of the closure summary to manage Re-escalation of concerns and be clear of processes to follow (if any) should consent be withdrawn. |

**Cases Transferring to the Children in Care Service from Family Safeguarding & Family Help:**

Early notification to the Children in Care Service for planned transfers is essential to ensuring appropriate transfers in a timely way. Subject to case preparedness (using checklist) cases should be transferred No later than 10 Working Days of the formal transfer request.

**Where a child is already looked after:**

| Agreed Outcome   | Action  |
|--|---|
| Children subject to S20 with a long-term plan of care.       | <b>Children's Decision Meeting/Legal Planning Meeting</b> confirms appropriateness of Section 20.   |
| Children subject to a Full Care Order                        | Child's Case to be presented to <b>Permanence Panel</b> and case to be transferred on or after Final Order being made.  |
| Children subject to a Full Care Order Placement with Parents | Should only be transferred to Children in Care in exceptional circumstances and by agreement (e.g., where the prospect of revocation within 12 months is unlikely).<br><br>Under PWP, the revocation of the Care Order should ordinarily be sought within one year. PWP cases should in most circumstances remain with the Locality Fieldwork Team for progression. |

**Where a child is no longer looked after:**

| <b>Agreed Outcome</b>         | <b>Action</b>   |
|-------------------------------|---|
| Child in Need Plan needed     | Case retained by the <b>Children in Care Service</b> to continue work with the family for 3 months to ensure continuity of service during critical period, and to ensure best practice hand over to <b>Family Help team</b> .   |
| Child in Need Plan not needed | Actively consider a planned transfer/step down to Family Help/Targeted Family Support Service.  |
| Special Guardianship Order    | <p>In deciding whether to keep the case open or not, there are variables to be considered relating to the support needs of the carer or the needs of child</p> <p>Options include:<br/> Offer Child in Need Plan<br/> Open to SGO support work or social worker (therapeutic need) with an agreed support plan,<br/> Planned transfer/step down to Early Help</p> |

**Other Transfers:**

|                               |  |
|-------------------------------|--|
| Initial Viability assessments | <p>FRCD or Family Safeguarding Teams will undertake initial viability assessments.</p> <p>In the case of urgent placement IVAs these need to be completed within 48 hours and be presented to the nominated officer, HoS, CiC (or delegate).</p> <p>Requests for IVA support can be made directly to the Kinship Team Manager. These requests should only be progressed once there is a decision from <b>Childrens Decision Making Meeting/Legal Planning Meeting</b>.</p> |
|-------------------------------|--|



Positivity



Trust and respect



Flexibility



Openness and transparency

|  |  |
|--|--|
| Request for kinship fostering assessment after completion of Initial Viability                 | Send to Kinship Team/Fostering Team.   |
| Children Moving Across Boundaries  | See LLR Procedure<br><a href="https://llrscb.proceduresonline.com/files/ch_fam_moving_across_la_boundaries.pdf">https://llrscb.proceduresonline.com/files/ch_fam_moving_across_la_boundaries.pdf</a>   |
| Step-across within Family Help – Unplanned and urgent where Risk or likely risk is identified. | Family Help Duty Manager/SSWOP to made aware immediately so that consideration can be given the need for a strategy discussion/immediate social work assessment.   |
| Step-Across within Family Help – Non-Urgent  | Cases to be discussed and transfer agreed at Family Help weekly allocation meetings. If transfer agreed Family Help will make a referral to <b>First Response Children’s Duty to complete contact step to ensure transfer of work to Locality fieldwork.</b><br><br>Decisions of the allocation meeting are to be recorded on Child’s file by CFWS. Transitions to be clearly agreed to ensure continuity of service to children and families. |
| Transfer to Family Help– from Families Together/Youth Service/CSE-CE team                      | Cases for transfer to Family Help (incl TEH) will be discussed and agreed at Family Help weekly allocation meetings. Decisions of the allocation meeting will be recorded on file by Family Help managers.<br>Transitions to be clearly agreed to ensure continuity of service to children and families.   |
| Transfers to Family Help – process   | Teams wishing to transfer children and families to Family Help will notify the service by emailing the relevant Family Help Locality email inbox with a summary of family circumstances and rationale for transfer.<br><br>The Family Help duty manager will review incoming referrals and ensure they are collated for the next allocation meeting.   |
| Transfer to DCS - planned  | Current Team to discuss with DCS Duty Manager (email to DCS)   |
| Supervision Orders   | Supervision Orders have met the S31 threshold of significant harm in court which confirms that there were proven significant safeguarding concerns, and for this reason they will be held by Family Safeguarding.  |



## Appendix 2

### Transfer Expectations

- + At the end of an Assessment if a case is progressing to CIN/CP FRCD will ensure a thorough 3-month Summary written to the Child is on file (case notes).

A Chronology and Genogram forms part of the C&F Assessment

A Child In need plan will be completed in conjunction with the incoming team.

- + Transfer document and checklist for to CIC

## CIC TRANSFER SUMMARY

### 1. Transfer checklist for CIC

| Document  | Confirmed by Manager date |
|---|---------------------------|
| Assessment (up to date)   |                           |
| Chronology (up to date)   |                           |
| Placement Plan  |                           |
| Care plan (up to date)  |                           |
| Delegated Authority   |                           |
| Statutory visits recorded   |                           |
| Supervision Case Notes  |                           |
| Transfer document<br>(completed template<br>uploaded into case notes) |                           |