



**LB Redbridge  
Children and Families Service**

**Social Worker  
Transfer Policy**

**June 2015 - 2<sup>nd</sup> Edition**

## 1. Background

- 1.1 There are a number of different areas and roles that social workers can occupy within the LB Redbridge Children and Families Service, ranging from early intervention, child protection, community social work, through to working with looked after children, care leavers or with children with disabilities.
- 1.2 Although a generic core set of knowledge, skills and experience are required for all social work roles, e.g. assessment, direct work with children and young people, analysis, planning and report writing, there are differences and opportunities for specialisation in each area.
- 1.3 The configuration of the different parts of the service leads to social workers having good knowledge and skills within their own area but sometimes a much sketchier notion of the work undertaken in different teams.
- 1.4 It is in the interests of the children and families with whom we work that they experience continuity of social worker as far as possible. We know from service user feedback, in this and other local authorities that this is what they tell us; this is particularly true for children in care.

## 2. The Policy

- 2.1 This Policy and the related process provides a route by which existing social workers within LB Redbridge Children and Families Service can transfer internally in order to widen their experience and tackle new challenges.
- 2.2 Social workers may want to gain experience in other teams for a variety of reasons. It may be to widen their skills and knowledge base, to gain experience so that they may seek promotion, or simply because they have worked in one place for a long time.
- 2.3 Having in place a policy which enables transfers benefits both staff and service users by social workers experiencing differing team environments and sharing their experience.
- 2.4 Redbridge is committed to supporting staff and to their remaining in the local authority. To that end, if a social worker would like to transfer to another part of the service, we will enable this to happen wherever possible.

## 3. Application Process

- 3.1 Any social worker wishing to transfer should in the first instance discuss this with their line manager during supervision or as part of the [Performance Management Procedure](#).

- 3.2 They should then complete a copy of the form at **Appendix A** and email this to [Workforce Development](#), copying in their line manager and Head of Service.
- 3.3 Where there is a vacancy in the part of the service to which the social worker wishes to transfer, the current line manager will discuss with the Service Manager in the receiving service.
- 3.4 Where possible a transfer date will be agreed. This will be dependent on the manager of the service which the social worker is moving from being confident that they can fill or can manage the vacancy.
- 3.5 If there is no current vacancy in the service to which the social worker wishes to transfer, Workforce Development will hold the social worker's name on a transfer list.
- 3.6 Upon transferring to the new service, there will be a level of induction for the transferring social worker, particularly relating to differences in function and practice. Supervision will form a part of the induction.

#### **4. Exclusions**

- 4.1 As a general principle, we would hope and expect that social workers make a reasonable time commitment to the part of the service which they join. On that basis, a social worker will not be allowed to transfer to another part of the service for a year after joining the authority, except in exceptional circumstances, and in agreement with the Head of Service.
- 4.2 Newly Qualified Social Workers (NQSWs) are not eligible for the Staff Transfer Policy until completion of the Assessed and Supported Year in Employment (ASYE) Programme.
- 4.3 Any social worker who is currently subject to the [Capability Procedure](#) or [Absence Management Procedure](#) will not generally be allowed to transfer, unless the current and receiving manager agree.
- 4.4 A social worker who is subject to the [Disciplinary Procedure](#) will not be able to apply for a transfer.

#### **5. Review**

- 5.1 This Policy will be reviewed on a regular basis by the Children and Families Management Team (CFMT).

**APPENDIX A**

**LB REDBRIDGE CHILDREN AND FAMILIES SERVICE  
SOCIAL WORK TRANSFER POLICY  
REQUEST FORM**

<b>NAME:</b>			
<b>CURRENT ROLE:</b>	Social Worker/Senior SW Practitioner/Senior Supervising SW/SW Team Manager <i>(Please delete as appropriate.)</i>		
<b>TEAM:</b>		<b>SERVICE AREA:</b>	
<b>LINE MANAGER:</b>		<b>DATE OF QUALIFICATION:</b>	
<b>LENGTH OF EXPERIENCE AS A SOCIAL WORKER:</b>		<b>LENGTH OF SERVICE IN LB REDBRIDGE:</b>	
<b>EXPERIENCE:</b>	<i>Please outline in a maximum of 200 words your social work experience to date.</i>		
<b>TRANSFER REQUEST TO:</b>	<i>Select Service Area/Team to wish to transfer to. If you have more than one preference, please indicate order of preference</i>		
<b>REASON FOR REQUEST:</b>	<i>Please outline in a maximum of 200 words what you feel you would gain in terms of your professional development by transferring.</i>		
<b>LINE MANAGER SIGNATURE:</b>	<i>I have discussed this transfer request with the applicant and agree its submission for consideration.</i>	<b>DATE:</b>	
<b>TRANSFER APPLICANT SIGNATURE:</b>		<b>DATE:</b>	