

## **Transfer Guidance**

### **Introduction**

The purpose of this procedure is to provide the following practice standards that all staff across the service adhere to when transferring internally within children's services. The movement of children's cases through social work teams from referral to case closure and the subsequent changes of social worker all contribute to the child's experience of having social work involved in their lives.

This procedure sets out the process for allocating cases to a named worker following referral and transferring of cases between social work teams as appropriate to the circumstances of the case.

The procedure provides a clear framework for decision-making around allocation and the transfer of cases, aiming to ensure the child and their family receive a social work service from the right team, at the right time, experiencing a child centred service that keeps children safe.

The Transfer procedure's purpose is to promote consistent standards across the whole of children's service providing consistent processes and systems at the point of transfer that are clear for staff and children and families.

The procedure applies to all social work teams.

### **Standards for Transfer**

The purpose of this procedure is to provide the following practice standards that all staff across the service adhere to when transferring cases. These are set out below:

- This document provides a framework that is grounded in child centred practice, with a focus on reducing 'handover' processes for children and their families
- The transfer policy's purpose is to promote consistent standards, processes and systems at the point of transfer that are clear for staff and children and families
- This policy promotes the standard of achieving the best outcomes for children and their families from the first point of contact to the ceasing of involvement
- That transfers occur in a timely manner when determined (d1 week)
- Children and families should be part of the hand over process as set out below

### **Case Practice Standards**

In all cases the following standards are:

- All assessments should have been completed in a proportionate manner based on the presenting risk and protective factors
- Every child should have a plan whether this is CIN/CP/LAC, (the plan should be in FORMS section of LL)
- The plan should be meet the SMART criteria and be outcome focused
- Evidence of impact of nationality/identity (including white British/Peterborough) has been considered in relation to long-term planning

- At each point of transfer the outgoing SW writes in case note 'note to child' for SAR and later life letter purposes

### **Assessment to Family Safeguarding**

- All assessments should have been completed in a proportionate manner based on the presenting risk and protective factors
- Every child should have a plan whether this is CIN/CP/LAC (the plan should be in the FORMS section of LL)
- Case recording must be up to date as per the requirements of the recording policy
- An up to date chronology and genogram is required on file, that also meets the standards as set out in the practice guidance on Chronologies and genograms
- Child and Family should have a copy of the plan and this should be evidenced on the file that they have received a copy and their comments regarding this.

### **Assessment to Targeted Youth Support Service (TYSS)**

- Basic information on the child is on the file and up to date at the point of transfer
- Every child should have a plan whether this is CIN/CP/LAC (the plan should be in the FORMS section of LL)
- The plan should link back to the referral and assessment
- Case recording must be up to date as per the requirements of the recording policy
- An up to date chronology and genogram is required on file, that also meets the standards as set out in the practice guidance on Chronologies and genograms
- Child and Family should have a copy of the plan and this should be evidenced on the file that they have received a copy and their comments regarding this.

### **Family Safeguarding to Children in Care Teams**

- Every child should have an up to date C&F assessment at the point of transfer and this should be within 6 months. Every child should have a plan whether this is CIN/CP/LAC (the plan should be in the FORMS section of LL)
- The plan should link back to the referral and the current assessment of need
- If the child is in care, that the placement plan is on the file
- All court documents are on the file in documents section, and crossed referenced in case notes
- Birth certificates are on the electronic file and in the central file at the point of transfer
- If the plan is adoption at the point of transfer the adoption file is also in paper form and there is evidence of audit by a manager in the key documentation section of file
- The child's profile is up to date and current
- A photograph of a child in care is on file irrespective of age, at the point of transfer
- The last PASP/JASP request and decision outcome is on file
- All direct work undertaken should be in documents and should be evidenced right through the child's journey with Children's services
- Case recording must be up to date as per the requirements of the recording policy
- An up to date chronology and genogram is required on file, that also meets the standards as set out in the practice guidance on Chronologies and genograms

- Child and Family should have a copy of the plan and this should be evidenced on the file that they have received a copy and their comments regarding this.

### **Mechanics of transfer**

Where cases have been identified to transfer to the TYSS, the following process will occur. Team Manager of Assessment and Family Safeguarding teams will:

1. Email the Team Manager of the receiving team with Liquid Logic number and the name of the child with a case transfer
2. The receiving Team Manager will audit the case using the current checklist on LL
3. If the case does not meet the required standards set out above the team manager of the case will be informed with the actions required to enable the case to be transferred. An timeframe for completion will be agreed at this point
4. If agreed appropriate a short transfer summary is to be provided
5. Team Manager of the receiving team will identify a social worker and or social care practitioner and will inform the team manager of the allocated case who will be taking the case
6. All cases will be handled in the following manner:
  - Both workers to meet and discuss the case
  - Joint home visit to meet parents within 2 weeks of the case being agreed to be transferred to explain the reason for the change of worker
  - Joint visit to meet child or young person, whether at home or in placement
  - Introductions to family and child or young person
  - Final transfer of care will occur formally and the CIN/CP/CCR meeting already arranged by the social worker
  - The above process should occur within 2 weeks of the allocated T.M identifying the case for transfer.

There are a few anomalies with the transfer process for children and young people who from the outset it is determined they will be looked after due to their personal circumstances. These are Unaccompanied Asylum Seeking children and Relinquished babies.

### **Unaccompanied Asylum seeking children**

The above children are automatically assessed within the assessment team as part of their entry to coming into care. The Assessment team will undertake the following:

- A visual assessment if the child has not had an assessment prior to presentation to children's services. If following the visual assessment the young person is deemed to be under 18
- A C&F assessment proportionate to the above
- Identify with ART accommodation
- Identify with the Virtual school educational needs from the C&F assessment
- Inform the QA service of this child being accepted as coming into care
- Liaise with the CIC team aligned to the Targeted Youth Support Service (TYSS) for transfer.

It is envisaged the transfer process should be completed by the first CCR with the handover occurring either at this point or just prior using the mechanisms above.

Where young people are identified to transfer from other Local Authorities to Peterborough, as per the Eastern Region transfer policy for UASC, the Assessment Team manager will alert the CIC team manager aligned to the Assessment team on duty that week so that the above process can be undertaken, dependent on the written information shared by the previous local authority. The assessment team manager will ensure the required paperwork is on LL from the host Local Authority. The picking up of the young person from the host Local Authority will occur through negotiation and discussion between the assessment team manager and the receiving CIC manager, identifying staff to support in this with the host local authority. This will mean an agreed time and date for picking up the young person occurs smoothly. The CIC team will assume case responsibility from the point the young person is received into the care of Peterborough.

### **Relinquished Babies**

Where parents have identified they want to relinquish their babies at birth these children will be assessed in the assessment team. Running parallel to this the assessment team manager will alert the Group Manager CIC that there is a relinquished baby. In conjunction with the CIC managers a social worker will be identified to enable a smooth handover using the process above.

### **Checklist**

The audit tool which is on Liquid logic will be used by the receiving manager before it is agreed it can be transferred.

### **Note to child**

Each time a child's case is transferred the allocated social worker is required to write a short note to the child that is age appropriate explaining why they have been involved in their lives and why the case is moving to another worker. The purpose of this is because it is ultimately the child's file and the file is about them. This will support children who require later life letters in adoption cases and or life story and attachment work.

### **Governance Arrangements**

Group Managers will oversee the process to ensure it meets the required standards and timescales set out above. Group Managers will also resolve issues relating to areas of disagreement with regard to the above.

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