

## Appendix 1

### Case Transfer Checklist

#### The standard timescales from RAS

- Child Protection Plans transfer within **15 working days** of 1st CPC
- Receiving in Child Protection plans within **2 working days** of the notification from the relevant local authority to RAS
- All LAC children transfer within **10 working days** of the 1st LAC review
- All Care Proceeding within **10 working days** of the 1st hearing
- All CIN cases transfer within **10 working days** of the 1st CIN multiagency meeting
- All Step down to CAF **at the Family Support Meeting**
- Re-referrals within 8 weeks of the closure of the case will be immediate transferred to the case relevant team within **1 working day**

#### The standard timescales to LAC

- 10 days from Looked After review where reunification with parents has been excluded from the care plan
- 10 working days from the conclusion of the care proceedings

Step	Responsibility	Timescale
TM is informed that case requires transfer.	Social Worker	Immediately following decision
Administrator is notified of cases anticipated to transfer and by when and completes required processes to ensure that the receiving service is notified in advance wherever possible to given as much time as possible to respond to the request.	Transferring and Receiving Team Managers	Weekly
Case transfer list /protocol notification is updated (includes ICS number; name; DOB; SW/TM; relevant dates; status of legal proceedings, if relevant.	Administrators across both receiving and transferring teams	Weekly
Receiving Team Manager notified.	Transferring Manager	Within 1 week
Receiving Team Managers will contact the Transferring Team Manager and start the transfer discussion which will set out timetable and key activities to be.	All Team Managers	By agreed standard timescales as set out in protocol

<p><b>Pre-transfer</b> discussion is arranged prior to the anticipated transfer date to</p> <ul style="list-style-type: none"> <li>• address any disputes <b>promptly</b></li> <li>• share initial information clarifying the needs of the child and agree how the incoming team will provide continuity of response to the care plan and avoid re-starting assessments</li> <li>• Briefly review the progress of the child against the existing plan and identify any immediate outstanding actions.</li> <li>• Establish outstanding care proceedings issues, where relevant</li> <li>• Consider any risk management issues, safeguarding plans and overall care plan.</li> <li>• Consider transfer issues, including introductions and endings.</li> </ul>	<p>Receiving and transferring Social workers &amp; Team Manager's coordinate to</p>	<p>Within 5 working days of notification and prior to team allocation</p>
<p>Case is allocated to a social worker.</p>	<p>Team Manager (receiving team)</p>	<p>Within 5 working days of transfer</p>
<p>Notification of transfer to child, family and other professionals.</p>	<p>Transferring Social Worker</p>	<p>Within 5 working days of confirmation of transfer</p>
<p>Recording of case transfer on ICS Protocol</p>	<p>Receiving Social Worker</p>	<p>Prior to transfer</p>
<p>Contact with the child, child, family and other professionals.</p>	<p>Receiving Social Worker</p>	<p>Within 5 working days of transfer</p>
<p>Transfer is completed the case is moved from a 'transfer list'</p>	<p>Administrator</p>	<p>Post-transfer</p>
<p>Case transfer is withdrawn</p>	<p>Transferring manager to notify the receiving manager and Operational Manager.</p>	<p>As required</p>