



DARLINGTON
Borough Council

PEOPLE GROUP

Children's Division

Town Hall, Darlington DL1 5QT

DX69280 Darlington 6

CHILDREN'S INITIAL ADVICE TEAM (CIAT)

CIAT Telephone Number: 01325 406222

Secure email address is

childrensfrontdoor@darlington.gov.uk

Date as email:

TRANSFER IN CHILD PROTECTION CONFERENCE

- When the Children's Initial Advice Team are notified that a child who is subject to a Child Protection Plan in another Local Authority moves into the Darlington area, the responsibility for the Child Protection Plan remains with the originating Local Authority the child is open to until the Transfer in Initial Child Protection Conference has been held.
- Children's Front Door Inbox to email a Transfer in Request Form (Appendix 1- see below) to the allocated Social Worker in the other Local Authority, and copy in Darlington Children's Safeguarding Unit, with a request that this is returned within 72 hours to the CIAT Inbox.
- Upon receipt of the completed Transfer in Request form, CIAT to check all the required documents, permanent address in Darlington, School and GP.
- Children's Front Door Social Worker to liaise with Children's Safeguarding Unit to ensure all the necessary information has been received to convene the Transfer Initial Child Protection Conference, liaising with the originating Authority as required.
- Once agreed, confirmation to be sent from the Children's Front Door Inbox of agreement to the transfer request and an Initial Child Protection Conference will be convened within 15 working days of that agreement. This should be based on the principle that the child is now normally resident in the receiving area.

- The transfer in request form to be emailed from the Children's Front Door to the Children's Safeguarding Unit and the Assessment and Safeguarding Team Managers confirming agreement between Darlington and the holding Local Authority that the transfer in request has been accepted.
- The electronic record to be accessed and processed on Children's Liquid Logic by CIAT and the meeting request sent to Children's Safeguarding Unit Task Tray to convene the Conference.
- All received documents from the holding Local Authority will be uploaded to Wisdom by CIAT Business Support.
- A Social Worker from Assessment and Safeguarding will be allocated to the Transfer ICPC. The worker will be identified to CSU beforehand (72 hours) so that they can be added to the Teams invitation when it is circulated.
- A CIAT named worker will liaise with the lead Social Worker from the originating Local Authority until the Transfer in Conference is held.
- If the originating Local Authority require a statutory home visit completing on their behalf, this request must be made to the Children's Front Door inbox. CIAT shall liaise with the Assessment and Safeguarding Duty Team to attempt to facilitate this. Every effort should be made that the Social Worker completing the visit would be the Social Worker allocated the case at the transfer Initial Child Protection Conference, although this may not always be possible.
- The holding Social Worker from the originating Local Authority must be invited to the transfer Initial Child Protection Conference and is expected to submit a report at least five working days before the conference having shared this with the child and the family.
- The transfer conference should be treated as an Initial Child Protection Conference by the receiving Local Authority. The discontinuing of the Child Protection Plan should only be agreed following a full risk assessment of the child and family in their new situation.

(APPENDIX 1)



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Town Hall, Darlington DL1 5QT

DX69280 Darlington 6

IRO Telephone Number: 01325 406499

Secure email address is
childrensafeguarding@darlington.gov.uk

Date as email:

IRO Team, Business Support.

Dear Transferring in Authority

Re: Your request to transfer a child(ren) subject to a Child Protection Plan into Darlington.

Children's Details:

Child's Name	DOB	Address	To be invited to Conference

Parents/carers/family members:

Name	DOB	Address	To be invited to Conference

Is a split conference required **Y/N** (If so, please detail the Order in place):

Is there a Guardian appointed to the child(ren)? **Y/N** If so, please name and provide email address:

If the child(ren) are over 11 – would they like a NYAS advocate? **Y/N**

Will the child(ren) be attending? **Y/N**

Is an Interpreter required? **Y/N**

Child(ren) registered GP in Darlington:

