

Derby City and Derbyshire Transfer In conference process and Temporary CP plans

Transfer in conferences should take place when a child, who is the subject of a Child Protection Plan, moves from the original Local Authority area to another Local Authority area to live there permanently. Permanent residence status is established when the parent has a confirmed secure tenancy or in some circumstances or example when the following actions are confirmed:

- A child being registered at host area LA school
- Registered with a GP in the host area
- The originating LA has clarified legal status of the child and who has permanent residency.
- The family have been in the area and have a clear and realistic plan to remain in the area.

The originating authority should have already made links with universal services and a core group of professionals are working with the family.

Where concerns exist **at the point of the move**, that may meet the threshold for care proceedings and/or may require legal action to protect a child, the responsibility for that decision and action remains with the “originating” authority. This applies to both where the cause for the concerns move with the child, AND where a child moves into a dangerous situation, where this is known at the time of the move

Should safeguarding concerns arise for a child living in an area on a temporary basis, the “host” local authority is responsible for any S47 but must notify the “originating” local authority who must then be involved in strategy discussions.

Children residing in our LA area on a temporary basis

In some circumstances children from another Local Authority will be placed on a temporary plan in Derby City or Derbyshire if they are residing in our Local Authority area on a temporary basis, in these instances a transfer in conference may not be requested as the originating local authority retains responsibility for the child. It is expected that the originating local authority will notify the host local authority of the child temporarily living in the host area. These notifications should be received by the QA CP admin team in Derby City CYPsafeguarding@derby.gov.uk and through Starting Point in Derbyshire starting.point@derbyshire.gov.uk

In Derby City the Temporary Transfer In workflow should be followed – **See Appendices 1**

In Derbyshire the Temporary Transfer In workflow process should be followed. – **See Appendices 2**

Some families will attempt to evade legal action by moving to a different authority. Local Authorities cannot absolve themselves of their responsibilities by discharging responsibilities when a child has moved out of their area.

Interim Arrangements prior to transfer in conference being held

The originating LA maintains full responsibility for their children prior to a transferring in conference – however if there is specific local advice needed regarding signposting for services or support to undertake home visits to the family due to the distance between the LA's – this should be requested separately and negotiation and agreement reached. In Derby City these requests should go to the Deputy Heads Of Service in the locality where the family are living details of this can be obtained from

CYPsafeguarding@derby.gov.uk. In Derbyshire these requests should go to Derbyshire's front door service Starting Point.
starting.point@derbyshire.gov.uk

In Derby City the request for notification of transfer comes to QA CP admin – CYPsafeguarding@derby.gov.uk. The information is then sent to the relevant Vulnerable Children Meeting (VCM) for consideration and a case noted added to LCS. The case should be heard at the next available VCM. Following a decision being made from VCM it is expected that the locality VCM social care team manager notify the originating LA manager of the outcome of VCM and the decision made. This must be done in writing. Transfer Accepted: VCM admin must notify CP admin team leader if the referral has been accepted. VCM admin to update LCS and open the transferring pathway on LCS. CP admin will allocate a date for the conference and the originating LA provide an invite list of professionals.

In Derbyshire the notification request should be sent to Derbyshire's Starting Point Service starting.point@derbyshire.gov.uk This team is responsible for the collation of the suite of documents required to support the transfer in arrangements and a team manager within Starting Point will make the decision as to whether to accept the transfer in request. All of the correspondence and decision-making rationale is recorded on a transfer in workflow within Derbyshire's Mosaic children's electronic recording system. Starting Point team managers will liaise with the relevant locality team manager to ensure connectivity and alliance in the decision-making process.

For both Derby City and Derbyshire 'transfer in' requests the following information is required:

- Names details of the family current address in Derby City/Derbyshire
- Other people in the household
- Previous address in the originating LA
- SW details
- Date of last social work visit confirmation that child/ren seen
- Current CP category
- Current SW report / plan and previous mins
- Current single assessment within 6 months of transfer in conference
- Intervention of multi-agency work including s47's reports / Initial Child Protection Conferences and Review Child Protection Conferences, core group minutes.
- Social work up to date chronology
- Genogram

A temporary child protection plan is added for all children onto the electronic children's recording system by administration services in the LA until the transfer in conference has been held.

Please follow the relevant workflow for the next steps for Derby City and Derbyshire in the appendices.

A transfer in conference must be held within 15 days of the decision to accept the case within the host LA, and this decision will be recorded within the host local authority's electronic recording system.

In Derby City on agreement of a transfer in at VCM, Children's Social Care via VCM Team Manager to notify the originating local authority. The host LA Quality Assurance CP Team will invite professionals to the transfer in conference.

In Derbyshire the CP Admin Team will contact the Locality to arrange the Transfer-in conference. The Locality Team will provide details of professionals who need to be invited to conference and other local authority Social Worker availability.

The host Local Authority Team Manager must satisfy themselves that there are clear arrangements in place between the two local authorities to support the family until the transfer in conference has taken place. The Team Manager in the host authority is responsible for making the decision in respect of accepting a transfer in conference. (individual LA protocols must be agreed)

The transfer in conference should receive reports from the originating Local Authority, and the originating authority should be invited to attend the conference which should take place within 15 working days of the decision to accept the transfer in conference. Such a conference has the same status and purpose and must be conducted in a comparable manner to an initial child protection conference. The receiving Team Manager and Social Worker must also attend the conference.

Process for Resolving Differences/ Escalation Process.

It is expected that each authority will reach agreement on transfer requests through timely and respectful application of this procedure. The escalation protocol should be used only when reasonable efforts to resolve differences of opinion or application of the procedure have not been successful in achieving a resolution. If a resolution cannot be reached, the escalation process set out below will be used.

Where the host LA Team Manager does not agree to accept a case, the originating LA must be provided with a clear written rationale. The host Team Manager will make themselves available to hold a case discussion if requested. The originating LA will retain responsibility for the case until the escalation process is complete and an agreed way forward is secured.

If agreement cannot be reached **within 15 working days of a request to transfer a case**, the originating LA must escalate to their senior managers who should contact Derby City Head Of Service for Children's Fieldwork for Derby City casework, or Derbyshire's Head of Starting Point for Derbyshire casework. At all stages of the escalation process, explanations and rationales will be clearly shared in written form.

DERBY CITY COUNCIL TRANSFER IN CHILD PROTECTION CONFERENCE PROCESS

Transfer notifications to Derby City Council should be sent to CYPsafeguarding@derby.gov.uk

Appendices 1

All Information Received YES

All Information Received NO

- Information required by VCM for consideration:**
- Names details of the family current address
 - Other people in the household/ **Interpreter required /split conference needed**
 - SW details
 - **Date of last social work visit / frequency/ outcome**
 - Current CP category
 - **Current SW report / plan and previous mins / specialist assessment. Confidential information**
 - **Current single assessment / CRE risk assessment / safety plan**
 - Intervention of multi-agency work including s47's reports / ICPC's and RCPC's, core group mins
 - Up to date Social Work Chronology/ Genogram/ Ecomap
- The above information will be put in to a checklist and passed to VCM confirming the information sent to QA admin by the originating Authority**

CP Admin to check LCS, create a record for each child (if they are not already set up) and add a Temporary Plan to each individual child's record.

CP Admin to go back to the Originating Authority to request all information required for VCM to consider. Following receipt of documentation information will be indexed on the child's LCS record.

No Request for Service
Child subject to CP Temporary Transfer In
Duty CP Manager to make bi-monthly telephone call to originating LA to confirm child still in Derby City and still on a CP Plan

Once a Temporary plan has been added CP Admin will forward an email and all information detailed in the step above to the relevant VCM inbox for them to consider at the next Panel and to inform CP Admin of their decision. CP Admin will also add a case note detailing the date and which VCM Inbox they have forwarded the request to.
On receipt of the notification VCM clerk must immediately notify the locality duty manager who will screen the request and make the decision as to whether the case will be accepted. If there is a query discussion with the DHOS should take place.

The case should be heard at the next available VCM Panel

Transfer Accepted:
VCM admin must notify the CP Admin Team Leader if the referral has been accepted.

Following a decision being made either by the duty manager or the next VCM chair it is expected that the locality VCM Social Care Team Manager will notify the originating LA Manager of the outcome of VCM and the decision made. This must be done in writing.
Once a decision has been made to accept the transfer the case must be allocated to either a team manager or a social worker **An interim safety plan must be agreed, and family must be informed of the date and time of conference by transferring LA Social Worker/ Interpreter to be booked by Locality if needed.**

Transfer Not Accepted: VCM Team Manager to discuss rationale with Originating Authority.

VCM admin or locality team manager to update LCS and open the transferring pathway. This will instruct CP Admin to arrange a meeting.

CP admin will allocate a date for the conference and contact the originating LA for an up to date invite list. Once this has been received, they will call the conference.

Transfer In Child Protection Meeting Held

Derbyshire County Transfer In and Temporary Plan Process

Permanent Transfer requests and Temporary Notifications to Derbyshire County Council should be sent to starting.point@derbyshire.gov.uk

No Request for Service

Child subject to CP – Temporary Transfer request

CS CPM Overview of Temporary Transfer in Mosaic workflow sent to CP Team by Starting Point

Information required by Starting Point for Triage and Derbyshire workflow to be completed:

- Names details of the family current address
- Other people in the household
- SW details
- Date of last social work visit
- Current CP category
- Current SW report / plan and previous mins
- Current single assessment
- Intervention of multi-agency work including s47's reports / ICPC's and RCPC's, core group mins
- Up to date Social Work Chronology/ Genogram

6 weekly review by Child Protection Manager to confirm that child still remains within Derbyshire and subject to a CP plan by another local authority.

This activity includes interface with the responsible local authority to ensure continued exchanges of information to support decision making and will be recorded within workflow step. **The Assistant Head of CP will undertake the review at 12 weeks.**

Request for Service

e.g. permanent transfer request

Permanent Transfer Decision Made by Starting Point Team Manager

Request for Service CIN/Early Help – Task sent to Locality Team by Starting Point

If within 15 working days of the request the Transfer-in is not accepted - escalate to responsible authority.

Decision made as to whether file to be closed with rationale of Starting Point Team Manager making the decision

If status remains the same at review, a **new CS CPM Overview of Temporary Transfer-in Mosaic workflow** will be created **or:**

Transfer Not Accepted:

CS CPM Overview of Temporary Transfer in Mosaic workflow sent to CP Team by Starting Point

If child is no longer subject to a CP Plan or no longer residing in Derbyshire, CPM ends temporary registration.

New request for Permanent Transfer – in/Request for child in support, responsible authority asked to make a formal request to Starting Point and temporary registration is ended.

Transfer Accepted:

Transfer-in Conference Mosaic Task/Workflow sent to CP Team by Starting Point

CP Admin Team contact Locality to arrange Transfer-in conference

Locality Team will provide details of professionals who need to be invited to conference and other local authority Social Worker availability.

Transfer-in conference to be held within 15 working days of decision to accept the transfer.

