



Centre for Professional Practice

Transfer Protocol

October 2018

The aim of this protocol is that children, young people and their families receive the right service at the right time. This protocol sets out the points at which cases will transfer across teams and between service areas and will assist in ensuring that those in receipt of these services do not experience delay. This document covers the following points;

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1. Referral from MASH to Assessment

Children or young people will transfer to the Assessment Service from MASH under the following circumstances;

- The child or young person has been closed to an Assessment team within one month and MASH determine that the information meets threshold for a referral to be progressed
- The outcome of a referral is a Child and Young Person Assessment
- The outcome of a referral is a Child Protection Enquiry

In the event of a disagreement between MASH and the Assessment Service, firstly the Team Managers should discuss the issue and seek to resolve it. In the event this is unsuccessful, discussions should be held between the Service Managers for MASH and Assessment and should they remain unresolved, the Head of Service for Children and Families should make the final decision.

2. Referral from MASH to Care Management

Children or young people will transfer directly into Care Management from MASH under the following circumstances;

- The child or young person has been closed to a Care Management Service within the last three months and MASH determine that the new information/ MARF meets threshold for a referral to be progressed
- A request is made from another local authority and agreement is obtained from the Service Manager within Care Management that Dudley Children's Services are to assume responsibility for;
 - Incoming Child in Need Plan
 - Incoming Child Protection Plan
 - Requesting that the Dudley become the designated local authority for a looked after child in active care proceedings
 - Requests from the Court for a Section 7 or a Section 37 report

In the event of a disagreement regarding these instances, discussions should be held between the Service Managers for MASH and Care Management and in the event this is unresolved, the Head of Service for Children and Families will make the final decision.

3. The transfer of 'Child in Need' cases

Where a Child in Need plan is deemed as necessary, the child or young person will transfer from the Assessment Service to the Care Management Service at the third Child in Need meeting. In order for this to take place, the Assessment service must complete the following;

- Present to the Child in Need Panel at least two weeks prior to the third Child in Need meeting
- Present at Transfer Panel at least the week prior to the Initial Child In Need meeting
- Ensure that at the transfer point, the Audit Checklist is completed as per the [Audit Checklist](#) Protocol

In the event of a disagreement regarding these instances, discussions should be held between the Service Managers for Assessment and Care Management and in the event this is unsuccessful, the Head of Service for Children and Families should make the final decision.

4. The transfer of 'Child Protection' cases

When a child or young person requires a Child Protection Plan, they will transfer to Care Management at the Initial Child Protection Conference. In order for this to take place, the Assessment service must complete the following;

- Present at Transfer Panel at least the week prior to the Initial Child Protection Conference
- Ensure that at the transfer point, the Audit Checklist is completed as per the [Audit Checklist](#) Protocol

In the event of a disagreement regarding these instances, discussions should be held between the Service Managers for Assessment and Care Management and in the event this is unsuccessful, the Head of Service for Children and Families should make the final decision.

5. The transfer of 'Looked After Children' cases

a. Police Protection

In the event that a child or young person is made subject to Police Protection that do not already have an allocated Social Worker, MASH will progress the referral through to the Assessment Service. The Assessment Service will then remain responsible for the child or young person until any of the subsequent potential transfer points apply.

b. Emergency Protection Order

In the event that a child or young person is made subject to an Emergency Protection Order, the allocated team will remain responsible until one of the subsequent transfer points apply, which will most likely be under the guise of an Interim Care Order.

c. Section 20

Where a child is accommodated under Section 20, the decision and plan needs to be reviewed at Legal Gateway Panel within ten working days, the decision at which will determine the transfer point.

In the event that the outcome of Legal Gateway is to issue proceedings, the transfer point would apply at the initial court hearing.

If the outcome is for the child to remain Section 20 for a specified period of time and to be initially managed under the Pre Proceedings process, the child or young person will transfer to Care Management at the Pre Proceedings meeting.

In the event that the outcome of Legal Gateway Panel is that the child or young person continues to be accommodated under Section 20, with no plan to return home or to become subject to a Care Order, the child or young person will transfer to Children Looked After service at the Initial Child Looked After Review.

In order for this to take place, the service responsible must;

- Present at Transfer Panel at least the week prior to the Pre Proceedings meeting or the Initial Child Looked After Review (as outlined above)
- Ensure that at the transfer point, the Audit Checklist is completed as per the [Audit Checklist](#) Protocol

d. Interim Care Order

When a child or young person becomes subject to an Interim Care Order, they will transfer to Care Management at the initial court hearing. In order for this to take place, the Assessment Service must complete the following;

- Present at Transfer Panel at least the week prior to the Initial Court Hearing
- Ensure that at the transfer point, the [Audit Checklist](#) is completed

In the event that there is an abridged Interim Care Order hearing which does not allow the social worker to attend the Transfer Panel, it is expected that the Assessment Service Manager alerts the Care Management Service Manager to agree a transfer outside of Transfer Panel. In the event of a disagreement regarding the transfer point, the Head of Service for Children and Families will make the final decision.

e. Care Order (including Placement with Parent Regs)

Upon the conclusion of care proceedings where a child or young person is made subject to a Care Order where they reside in either a local authority or connected person's foster placement, or with their parents under Placement with Parents regulations, they will transfer to the Children Looked After Service at the final hearing. In order for this to take place, the Care Management Service must complete the following;

- Present at Transfer Panel at least two weeks prior to the Final Court Hearing
- Ensure that at the transfer point, the [Audit Checklist](#) is completed

In the event of a disagreement regarding these instances, discussions should be held between the Service Managers for Care Management and Children Looked After and in the event this is unsuccessful, the respective Heads of Service should make the final decision.

f. Young person remanded to the care of the local authority

Young person remanded into secure accommodation (YOI) – not known to the local authority

When a young person is remanded into secure accommodation, they become a child looked after. In the event they are not known to the local authority at the time of being remanded, responsibility will remain within the Youth Offending service, who will fulfil the duties of the corporate parent.

Young person remanded into secure accommodation (YOI) – known to the local authority as either being subject to Child in Need, Child Protection or as a Child Looked After

In the event a young person already has an allocated Social Worker, they will assume responsibility for the tasks associated to the young person becoming a child looked after. Any discussions around subsequent transfer need to be discussed on a case by case basis between the Service Managers for the relevant service areas where decisions can be made dependent upon the needs and planning for the young person.

Young person remanded into the care of the local authority – not known to the local authority

This includes young people who require accommodation from the local authority through either a local authority or connected person foster placement. MASH will progress the referral through to the Assessment service who will undertake the placement and initial child looked after duties. The young person is then able to transfer to the Children Looked After service at the Initial Child Looked After Review. In order for this to take place the Assessment service must complete the following;

- Present at Transfer Panel at least the week prior to the Initial Child Looked After Review
- Ensure that at the transfer point, the [Audit Checklist](#) is completed

In the event of a disagreement regarding these instances, discussions should be held between the relevant Service Managers and in the event this is unsuccessful, the respective Heads of Service should make the final decision.

6. Step down to Early Help

Where a service deems it necessary that a child or young person can step down to Early Help, the transfer will take place following agreement obtained from the Transfer Panel. In order for this to take place, the requesting service must complete the following;

- Present at Transfer Panel
- If agreed transfer, contact the relevant family centre for case discussion
- Ensure that at the transfer point, the [Audit Checklist](#) is completed

7. Transfer to Dudley Disability Service

Referral from MASH to Dudley Disability Service

Children or young people will transfer directly into the Dudley Disability Service from MASH under the following circumstances;

- The outcome of a referral is a Child and Young Person Assessment
- The outcome of a referral is a Child Protection Enquiry
- Either of the two above outcomes is reached AND the child or young person's disability meets the threshold for the Dudley Disability Service

In circumstances where there is a sibling group where some of the children do not meet the [Service Criteria](#), please refer to the [Joint Working Protocol](#) for the Dudley Disability Service which outlines co working arrangements.

In the event of a disagreement regarding these instances, discussions should be held between the Service Managers for MASH and Dudley Disability Service and in the event this is unsuccessful, the Head of Service should make the final decision.

Children who are initially allocated outside of the Dudley Disability Service who are subsequently identified as having a disability

In circumstances where a child or young person's disability is diagnosed during another period of planning i.e. Child Protection Plan, Looked After Care Plan, they are entitled to receive a joint assessment from their allocated Social Worker and a Children's Social Worker within the Dudley Disability Service.

In order to request this service, the following process should be followed;

- Allocated Social Worker's Team Manager should consult with a Children's Team Manager within the Dudley Disability Service
- Where it is agreed that the child or young person meets the threshold for Dudley Disability Service, the assessment will be undertaken by the allocated Social Worker with the support from a Children's Social Worker within Dudley Disability Service

In these circumstances the child or young person will remain the responsibility of the allocated Social Worker and will not transfer into the Dudley Disability Service unless the outcome of the assessment determines the child or young person is best placed within the Dudley Disability Service.

In the event of a disagreement regarding these instances, discussions should be held between the relevant Service Manager and the Service Lead within Dudley Disability Service and in the event this is unsuccessful, the respective Heads of Service should make the final decision.

Looked after young people who are approaching Pathway Planning and meet the criteria for the Dudley Disability Service

Young people who have a disability and are approaching an age where they are transitioning into adulthood require arrangements to ensure they are in receipt of appropriate services in advance of arrangements being made. In these circumstances, upon the young person reaching their sixteenth birthday, a referral can be made to request assessment and support from the Transitions Team within Dudley Disability Service. This should be actioned by the allocated Social Worker directly to the Transitions Team.

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