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|  | **Front Door Service**  **Integrated Children’s Services**  **Kroner House**  **Eurogate Business Park**  **Ashford**  **Kent**  **TN24 8XU** |
|  |  |
|  | Direct Dial: 03000 41 11 05 |
|  | Email: frontdoor@kent.gov.uk |
|  | Your ref: **[Childs ID]** |
|  | Our Ref**: [Date/Childs ID/Year]** |
|  | Date: |

Dear

**Re: CP Transfer In - [Child’s name(s)]**

We are writing in response to your notification of the above-named children, who are subject of a Child Protection Plan and moving into the area covered by Kent County Council. It is our understanding that you request a transfer conference.

We note the aforementioned are subject to a Child Protection Plan in your Local Authority on our systems. Please note your authority will maintain casework responsibility during this period and this will not end until the day of the transfer conference.

It is requested the following documentation be forwarded within 7 working days of receipt of this letter.

* Updated Children and Families Assessment in respect of all children in the family
* The most recent Core Group Meeting and minutes of the recent Child Protection Conference
* The recent Child Protection Plan
* The most recent Child Protection Conference Report and Chronology
* Transfer Summary for the children
* Confirmation the family is not in temporary accommodation
* Summary of any legal advice sought and whether the family is subject to pre-proceedings or care proceedings.

All documentation is to be forwarded to **[District team email address]** This authority’s designated person will arrange the transfer in conference and deal with any further correspondence.

It is expected the family’s current social worker will complete invite lists within 48 hours of being requested to do so in conjunction with the designated Business Support team. The family’s social worker will be expected to produce a Child Protection Conference report and share this with the family and KCC 5 days prior to the confirmed date of the conference, where the allocated social worker from your authority will be expected to attend the conference and present their report.

If you require any further information, please do not hesitate to contact **[District team]** on the above email address

Thank you

Yours Sincerely

Front Door Business Support Team

Integrated Children’s Services

Kent County Council