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LEICESTERSHIRE

TRANSFER POLICY

Applies to-

All children

This chapter applies to Leicestershire County Council only.

Link to LLR threshold - <http://llrscb.proceduresonline.com/index.htm>

Link to Practice Standards/DCT eligibility criteria/CFWS protocols - <http://llrchildcare.proceduresonline.com/leicestershire/index.html>

Introduction

1. Our approach to all transfers of work – How we transfer work
2. Pathways for intervention – the Child's journey
3. Service Area Overview: including when cases transfer
4. Best Practice Principles

Appendix 1. Transfer of Specific Cases

The purpose of this guidance is to outline the transfer of work between teams, particularly in relation to cases that are not clearly specified within the remit of a service area. This document is considered guidance and all transfer decisions should clearly take into account the needs and interests of the child/ren and their families.

1. Our approach to transfer of work – How we transfer work

Transfer decisions should always be based on the needs of the child/young person so that they receive timely and appropriate intervention.

Generally, services should be delivered by a team that is local to the child's family and where a network of professional and family support is available to them in that area. However, some transfers will be completed to ensure that the child and family have the relevant team intervention where specialist services may be required to meet their needs.

Roles and responsibility for case management and intervention must be clearly defined so that children and family have a named worker and team who are responsible to undertake any intervention and are a point of contact.

Children and families need the opportunity to build trusting relationships with workers, change of workers should be avoided unless required to underpin high quality intervention.

Where a change of worker is necessary the transfer of responsibility will be carefully planned so that intervention continues without delay.

Any transfer of work between workers or between Childrens Social Care Teams and/or the Children and Family Wellbeing Service (CFWS) and from locality and children in care services into Adult social care will require: -

- manager oversight to confirm the change of worker/team and any rationale for transfer
- a timely handover of information between workers
- case recording to be up to date including a transfer summary
- a 'warm' handover via a meeting, and or joint visit
- clear communication with the child, their family and other agencies involved in supporting the child.

Where transfers are required in response to a threshold decision these should be informed by an analysis of need based on the threshold document and in line with step up and down arrangement in place with CFWS.

Any disputes in relation to threshold decisions should be resolved between appropriate managers and recorded on the child's record with clear rationale for any change of decision. This is particularly important if decisions for intervention do not reflect the outcome of the most recent assessment of need.

Disputes between service areas should not be allowed to impact on the service delivered to the child and their family. Only after clear manager to manager discussions should there be timely escalation to an appropriate service manager for resolution to resolve disputes based on the principle of the child's need for continuity and timely intervention.

Where a referral is received within 3 months of previous intervention from CSC the case will be transferred for allocation and review by the team most recently involved so that intervention is informed by recent activity and continuity can be provided for the child and family.

Any case where Early Help is being coordinated by the Children and Family Wellbeing Service (CFWS) and concern that the child's needs are not being improved should be considered within a **Peer Supervision** with the appropriate locality team, in line with agreed protocols. This should focus on consideration of the impact of this intervention and if a statutory assessment under Section 17 Children Act 1989 is required to consider if the child meets the criteria to be considered a child in need requiring a Child in Need plan.

Where a case open to CFWS requires either a Strategy Discussion to consider risk of (or likely risk of) significant harm to a child/ren, or where a child needs Statutory social work intervention that needs to consider risk and cannot wait for peer supervision (for example, a child needs to be seen within 5 working days due to increased risk) this will be transferred to **First Response Children's Duty** for Threshold Decision making via FRCD/CFWS Management case discussion.

2. Pathways for intervention – the child's journey

The Principal of one Front Door. – All incoming contacts for intervention for Early Help and Children Social Care will be screened within First Response Children's Duty and pathway decisions informed by the LLR threshold for intervention.

Early Help provision – where services are requested for children from CFWS, initial screening will be completed within First Response/CFWS triage duty and where this request is proportionate and parental permission for intervention is in place the contact information is directed to CFWS for recording and further pathway decisions to be completed.

CFWS provision or early help provision from other agencies should always be considered to support children where threshold for CSC intervention is not met and parents consent to this intervention/onward referral as part of the screening and assessment process.

Assessment of Need to inform pathways. - All children receiving services from CSC should have an up to date Child and Family Assessment (C&F Assessment), of their needs completed to inform any decision in respect of service provision and how their needs are best met. The assessment will inform the child's journey in line with the statutory threshold and services delivered by the most appropriate team in respect of team remit and services local to the child's home address.

Where it is identified within incoming information that a child has suffered or likely to suffer significant harm, this information should be considered within a multi-agency strategy discussion to consider if threshold is met for enquiries under section 47 of CA 1989. This should be completed in line with LLR procedures for Strategy discussion and a C&F Assessment will form part of a Section 47 enquiry when threshold is agreed in a multi-agency Strategy discussion.

Direct transfer - Some cases where presenting information meets the criteria to be considered for direct transfer into locality services will be directed to the appropriate locality team where appropriate assessment and intervention can be started without delay for the child.

Assessment of Need – all children receiving services from CFWS should have an up-to-date Early Help Assessment of their needs completed to inform any decision in respect of service provision and how their needs are best met.

Criteria for direct transfer of captured in appendix 1 below.

3. Service Area Overview

First Response Children's duty (FRCD)

This is the Children and Families Service (C&FS) 'front door' and first point of contact for children, families and professionals seeking advice as to how best to improve a family's circumstances, or request intervention services from Children's Social Care or Children and Family wellbeing Services. The team's priority is to identify the most vulnerable children i.e. those at risk of 'or likely to suffer significant harm' (Section 47 Children Act 1989) or those whose needs are sufficiently complex that without statutory services their health and development will be impaired (Section 17 Children Act 1989) and those children who have specific needs that require consideration of a statutory duty e.g. young carers, private fostering and children with a disability.

FRCD will prioritise and respond to incoming contacts based on application of the LLR threshold for intervention. The screening process will reflect practice standards for contacts and referrals and will include manager oversight to incoming contact information within 24 hours to determine if the statutory threshold is met and the contact can be accepted as a referral or to direct further action to inform a robust decision in respect of the most appropriate action to meet the child's needs. Screening activity may include: -.

- a. Careful analysis of case history and context to current presenting concerns
- b. Telephone engagement with the referrer, family and professionals already involved with the family subject to any consent requirements.
- c. Providing straightforward advice/guidance/signposting by phone or electronically where the services of universal and targeted services is likely to be sufficient to meet the need;
- d. Identifying children and families with additional needs which cannot be met by universal services and require the intervention of EH services by diverting to the CFWS.

Based on the screening of work FRCD will complete assessments of need and risk in line with practice standards and LLR procedures. All assessment work will be

proportionate and timely in relation to the presenting information and be focused on identifying services that will be required to support and protect the child.

In some case where Screening identifies specific information that meet the criteria for direct transfer as set out in **appendix 1** the case will be identified with the relevant team manager of the locality or specialist team receiving the case directly by telephone, in writing via email and transferred using the electronic recording system so that intervention can start without delay

Children and Family Wellbeing Service (CFWS)

The CFWS provide preventative action and support to tackle emerging and existing problems and minimise risk factors for children and young people of any age (including pre-natal interventions), their families and groups known to be most vulnerable up to the statutory threshold. Services are provided by multi-skilled locality-based teams.

Where services are requested for children from Children and Families Wellbeing Service (CFWS), initial screening will be completed within First Response Children's Duty and where this request is proportionate and parental permission for intervention is in place, the contact/referral information is directed to CFWS for recording and further pathway decisions to be completed.

The Children and Family Wellbeing Service or early help provision from other agencies should always be considered to support children where threshold for CSC intervention is not met and parents' consent to either CFWS intervention or other agency referral as part of the screening and assessment process

Early Help services are delivered by a range of agencies, including the County Council. Services may be coordinated to prevent a child's needs becoming sufficiently complex to require statutory services or as part of the step down of work where statutory services have ended.

Children and Family Wellbeing Service will provide services to:

Children and Families who have additional needs that cannot fully be met by universal services

Children and Family's whose needs do not meet the threshold for statutory intervention under the Children Act 1989, but meet the threshold for Early Help intervention

Children who are at risk of entering, or who are part of the Youth Justice System.

Children who have disabilities, where it has been considered that they are best placed to meet a child's needs.

Children transitioning/exiting statutory services at the end of CSC intervention.

Children and families who are subject to child protection or child in need plans where the provision is identified as part of the plan and is requested via internal referral. This includes youth work and all group work programmes

Locality Fieldwork Services

Leicestershire is split into 4 geographical areas that are covered by Locality Fieldwork Teams. These Teams provide planned services to children and families that are local to the child's professional and family network wherever possible:

Locality Fieldwork will provide services to:-

Children who are assessed to require protection under a child protection plan that has been agreed in a multi-agency initial child protection case conference as set out in Working Together 2018.

Children who are assessed to be Children in Need of statutory services under section 17 Children Act 1989.

Children who are Children subject to Section 20 CA 1989 arrangements.

Children who are subject to pre-proceedings arrangements within Public Law Outline is met.

Children who are subject to Care Proceedings within the Public Law Outline.

Children subject to Private Law Proceedings open to Locality or previously closed within the last 3 years.

Children who are in the Care of the LA and where permanency decisions are not yet in place; including where there is work to rehabilitate children into their family networks.

Support for children subject to Special Guardianship Orders.

Children in specific circumstances that meet the criteria for direct transfer so that Assessments and intervention can commence without delay.

Children in Care Service (CiC)

The Children in Care Service will hold primary statutory responsibility for children who are in the Care of Leicestershire County Council and have a ratified long-term plan of care (Permanency Decision)

Children in Care will provide services to:-

Children where care proceedings have concluded that the Local authority will retain shared Parental responsibility and meet the child's needs for permanency. **Case responsibility will transfer at a point that is appropriate to meet the child's needs and subject to the agreement and planning between the locality and children in care team managers.**

Children where a Looked After Child Review has confirmed that a young person subject to a Section 20 arrangement has a ratified care plan of long term care. **Case responsibility will transfer at a point that is appropriate to meet the child's needs and subject to the agreement and planning between the locality and children in care team managers.**

Homeless 16/17 year old young people where it has been assessed that they are unable to return home. **Case Responsibility will transfer after the 28 day Looked After Children's meeting (FRCD are responsible for the initial care plan post the 28 day review and can transfer the case once this has been completed).**

Unaccompanied Asylum-Seeking children. **Case responsibility will transfer following initial screening in line with direct transfer criteria as set out in Appendix 1.**

Children who have been remanded into Local Authority care. **Case responsibility will transfer following initial screening in line with direct transfer criteria as set out in Appendix 1.**

Care Leavers - Young People and Young Adults who have left Care of Leicestershire County Council and are entitled to services under the Children (Leaving Care) Act 2000. A care leaver is someone under the age of 25 who has been looked after by the Leicestershire County Council as a child. To get support under Leicestershire's Care Leaver Local Offer, the young person must have been in our care for at least 13 weeks after their 14th birthday and some of these 13 weeks must have been after your 16th birthday.

If you're not sure if a young person is eligible for support, you can read more about the offer at <https://www.leicestershire.gov.uk/education-and-children/social-care-and-supporting-families/leicestershire-care-leavers> or call our duty team on 0116 305 3051, or email cicduty@leics.gov.uk for advice.

Disabled Children's Service (DCS)

This is a county wide service responsible for families who require a service to meet the continuing care needs of their disabled child where the needs cannot be met within their community, through universal or targeted services or through early help provision.

Eligibility criteria for access to this specialist service will be applied to consider the most appropriate service that meets the child's needs. Case responsibility will transfer based on initial screening (where eligibility is clear), or after FRCD Assessment of need or risk is completed or where based on ongoing assessment the specialist support of the disabled children service will best support emerging needs of a child or young person.

Best Practice Principles

- Leicestershire County Council's priority is to keep families together, wherever possible.
- We strive to work in partnership with families, wherever possible.
- We strive to work in partnership with other agencies who are involved with the family
- Referrals that do not reach the threshold for significant harm always require the consent of the parent or carer
- First Response Children's Duty (FRCD) manager's decision on priority level is the accepted assessed position at the point of referral and at point of transfer to locality teams
- Transfer disputes will not disadvantage any child/family.
- Best Practice for transfers between Teams/Service Areas should be considered (where possible) at Key points for example at a Review Meeting or at the conclusion of Court Proceedings.
- Information arising following the transfer of a case to a fieldwork team which may alter the decision of FRCD needs to be considered by the Team Manager of the fieldwork team. Any decision to change the original decision must be clearly recorded with a rationale on the electronic records as a Manager Decision.

- If a contact is received by FRCD on a case previously open to the Children and Families Wellbeing Service (CFWS) or a Children Social Care team during the previous 3 months the case will be allocated to the team they were previously open to. This is on the basis that the child and family are well known to the team and have an established relationship. FRCD may make the decision that the presenting need at point of rereferral will be best met by another team or service.
- Strong relationships are underpinned by trust and belief in change.
- Changes to worker should be avoided wherever possible.
- Where a change of social worker is within the same team, transfer should be managed through a joint supervision, and a joint visit to the child, family or carer.
- Transfer of work should always be accompanied by an up-to date Chronology, Genogram and a Transfer Summary and Checklist (See Appendix 1 for case-note template)
- Where an element of the case is to be jointly worked, this should be well managed with clearly defined roles, responsibilities and actions set out by the lead Team Manager.
- Due consideration should be given to joint supervision sessions

DISPUTES

All disputes will be resolved within 5 Working Days. If Team Managers are unable to resolve any dispute, then this should be escalated to the respective Service Managers for resolution. If no resolution can be reached a Head of Service should be consulted and a management decision made in the interests of the child/family.

Appendix 1

First Response Childrens Duty (FRCD) – Cases that REQUIRE AN ASSESSMENT prior to any transfer:

Case description	Transfer to
Any new referrals identified as meeting the statutory threshold for Child in Need/Need of Protection.	Locality Fieldwork Transfers to take place at 1st CIN Review/ICPC
Child with disability where the eligibility against the CWD criteria is not clear.	Assessed as a Child in Need/Need of Protection but Disabled Childrens Service eligibility not met – Locality Fieldwork Assessed as Child in Need/Need of Protection eligibility met – Disabled Children’s Service Transfers to take place at 1st CIN Review/ICPC

Eligibility not met for Statutory Intervention as a Child in Need/Need of Protection	Children and Family Wellbeing Service/Universal Services.
Children at risk of immediate family breakdown (care broken down at point of referral) OR Children on the edge of care	Transfer to Locality at 28 day LAC ROA or 1st CIN/ICPC if returned home.
Pre-birth Assessments, where there are significant risk factors.	Locality Fieldwork Transfers to take place at 1st CIN Review/ICPC/LPM/CDM
16+ Homeless – Section 20 CA 1989.	Return home within 3 months likely - Locality Fieldwork/DCS Return home unlikely and S20 agreed and consented to – Children in Care Service at the Young Persons 28-day LAC ROA with FRCD completing the report for ROA, initial care plan and initiating/updating the chronology. Transfers to take place at 28 day LAC Review
Section 7/Section 37/Tribunal Reports directed by the Courts (Including 85/86) - If previously not known or known over 3 years ago	At CIN/ICPC (if court report concludes need for a service)
Children on the Risk of Admission Register	Locality Fieldwork/CIC/DCS Transfers to take place at 1st CIN Review/ICPC/LAC Review
Referrals from other Local Authorities – Child in Need	Locality Fieldwork Transfers to take place at 1st CIN Review/ICPC
Pre-Proceedings initiated by FRCD	Locality Fieldwork/Disabled Childrens Service prior to first pre-proceedings meeting.
Proceedings initiated by FRCD	Locality Fieldwork/Disabled Childrens Service at first court hearing
Adoption Support/SGO Support and CAO Support where this is NOT the presenting need.	Assessed as a Child in Need/In Need of Protection – Locality Fieldwork/Disabled Children’s Service.
CSE/CE (joint allocation) where Threshold met for Child in Need/Need of Protection (allocated social work led care planning) Exceptional response to S.47, held in the hub, if the	Locality SW will lead on care planning, and will co work from CSE/CE who will offer enhanced partnership coordination of safeguarding .

immediate risk is exploitation (not currently active) the case will be held within the hub.	Once assessment and work completed if exploitation and vulnerability to risk remain this case will be held by the CE Team.
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First Response Childrens Duty (FRCD) – transfer of cases that DO NOT REQUIRE AN ASSESSMENT to be completed by FRCD:

Case description	Immediate Transfer to:
Incoming Child Protection Conference	Locality Fieldwork
Children on Remand	Children in Care Service
Unaccompanied Migrant Children/Unaccompanied Asylum-Seeking Children.	Children in Care Service, UASC Team
No Recourse to Public Funds (NRPF)	Locality Fieldwork/DCS
Returning Care Leavers	Children in Care Service, Care Leaver Team
Adoption Support/SGO Support and CAO Support where this is the only presenting need.	Adoption - Adoption Service offers life-long support. SGO/CAO - If support is needed within 3 years of the making of the order – Adoption Service SGO/CAO - if support needed after the first 3 years of the making of the order – Locality Fieldwork/DCS
Cases closed for less than 3 months	Last allocated team, unless need indicates a different service is required.
Section 7/Section 37/Tribunal Reports (including 85/86) directed by the Courts where child is known to Locality/DCS in the previous 3 years.	Locality Fieldwork/DCS - Last allocated team
Repeat Pregnancies where care proceedings initiated by Leicestershire County Council have concluded within the last 3 years.	Locality Fieldwork - Last allocated team, unless need indicates a different team is required.
Relinquished babies – New Referrals	Adoption Service, Permanence Team. Consideration given to co-allocation with Locality Fieldwork/DCS
Transfer of cases in Proceedings	Locality Fieldwork
Child with disability where the criteria is clearly met for the Disabled Childrens Service (DCS)	Disabled Children Service (DCS)
Occupational Therapy request – FRCD complete OT checklist.	Disabled Children Service (DCS)

Parent/Carers assessment request	To be completed by the team the child is allocated to. If not open, assessment request to be considered in subsequent planning once the Child's needs have been considered.
CSE/CE where support or direct work on these issues is the only key area of work	CSE/CE Service

Cases where a Child Protection Plan is in place and the decision at Conference is that the Plan will come to an end:

Agreed Outcome	Action
Child in Need Plan agreed as part of trajectory needed.	Case retained by Locality Fieldwork to continue work with the family.
Child in Need Plan not agreed as part of trajectory.	Planned transfer to CFWS/Universal Service to be agreed as part of the trajectory. In the unlikely event of no further action required following a Child Protection Plan, consideration is required as to the appropriateness and impact of the case being closed to Locality Fieldwork . Clear contingency planning to be recorded as part of the closure summary to manage Re-escalation of concerns and be clear of processes to follow (if any) should consent be withdrawn

Cases Transferring to the Children in Care Service from Locality Fieldwork:

Early notification to the Children in Care Service for planned transfers is essential to ensuring appropriate transfers in a timely way. Subject to case preparedness (using checklist) cases should be transferred No later than 10 Working Days of the formal transfer request.

Where a child is already looked after:

Agreed Outcome	Action
Children subject to S20 with a long-term plan of care.	Children's Decision Meeting/Legal Planning Meeting confirms appropriateness of Section 20.
Children subject to a Full Care Order	Child's Case to be presented to Permanence Panel and case to be transferred on or after Final Order being made.

<p>Children subject to a Full Care Order Placement with Parents</p>	<p>Should only be transferred to Children in Care in exceptional circumstances and by agreement (e.g. where the prospect of revocation within 12 months is unlikely).</p> <p>Under PWP, the revocation of the Care Order should ordinarily be sought within one year. PWP cases should in most circumstances remain with the Locality Fieldwork Team for progression.</p>
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Where a child is no longer looked after:

Agreed Outcome	Action
<p>Child in Need Plan needed</p>	<p>Case retained by the Children in Care Service to continue work with the family for 3 months to ensure continuity of service during critical period, and to ensure best practice hand over to Locality Fieldwork team.</p>
<p>Child in Need Plan not needed</p>	<p>Actively consider a planned transfer/step down to CFWS Service.</p>
<p>Special Guardianship Order</p>	<p>In deciding whether to keep the case open or not, there are variables to be considered relating to the support needs of the carer or the needs of child</p> <p>Options include: Offer Child in Need Plan Open to SGO support work or social worker (therapeutic need) with an agreed support plan, Planned transfer/step down to CFWS</p>

Other Transfers:

<p>Initial Viability assessments</p>	<p>FRCD or Locality Field Work Teams will undertake initial viability assessments.</p> <p>In the case of urgent placement IVA's these need to be completed within 48 hours and be presented to the nominated officer, HoS CiC (or delegate)</p> <p>Requests for IVA support can be made directly to the Kinship Team Manager. These requests should only be progressed once there is a</p>
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	decision from Childrens Decision Making Meeting/Legal Planning Meeting.
Request for kinship fostering assessment after completion of Initial Viability	Send to Kinship Team/Fostering Team.
Children Moving Across Boundaries	See LLR Procedure https://llrscb.proceduresonline.com/p_ch_fam_moving_across_la.html
Step-Up Children and Family Wellbeing Service – Unplanned and urgent where Risk or likely risk is identified.	Referral to First Response Children’s Duty.
Step-Up Children and Family Wellbeing Service – Non-Urgent	Cases to be discussed and transfer agreed at Peer Supervision. If transfer agreed CFWS will make a referral to First Response Children’s Duty to complete contact step to ensure transfer of work to Locality fieldwork. Decisions of Peer Supervision to be recorded on Child’s file by CFWS. Transitions to be clearly agreed to ensure continuity of service to children and families.
Step-Down – Locality Fieldwork/DCS - planned	Cases for Step-Down to be discussed and agreed at Peer Supervision. Decisions of Peer Supervision to be recorded on file by Locality/Disabled Children’s Service. Transitions to be clearly agreed to ensure continuity of service to children and families.

Appendix 2

Transfer Expectations

- ❖ At the end of an Assessment if a case is progressing to CIN/CP FRCD will ensure a thorough 3-month Summary written to the Child is on file (case notes).

A Chronology and Genogram forms part of the C&F Assessment

A Child In need plan will be completed in conjunction with the incoming team.

- ❖ Transfer document and checklist for to CIC

CIC TRANSFER SUMMARY

1. Transfer checklist for LAC

Document	Confirmed by Manager date
Assessment (up to date)	
Chronology (up to date)	
Placement Plan	
Care Plan (up to date)	
Delegated Authority	
Statutory visits recorded	
Supervision case notes	
Transfer document (completed template uploaded into case notes)	