NORTH EAST LINCOLNSHIRE COUNCIL
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NELC Children's Assessment and Safeguarding Service Transfer Process 2020 -2022

Transfer Principals

- ✓ Children and young people will not move social worker unless absolutely necessary, and it will result in them getting a better service by transferring. We want to reduce the number of handovers for children and young people.

- ✓ We aim to ensure that where we can, we achieve the right contact first time.

- ✓ Transfer points will reflect the child's journey through Social Care. Language is critical to telling our children's journeys and explaining their world. It needs to be clear, factual, and explicit and consider dates of significant events.

- ✓ We will allocate according to individual practitioner skill and experience where we can. There will be a 2 week notice period for a child to be transferred from one service to another.

- ✓ We will ensure any transfer is managed well, to ensure our children, families and professionals are aware who the newly allocated social worker is going to be.

- ✓ Case files should be up to date with a clear transfer point identified in a hand over supervision. This should set out a summary of the history, the current plan, and any key dates. Handover supervision should be supported with a management note recorded on Liquid Logic.

- ✓ Any child agreed for transfer to another service will be done within 2 weeks of the hand over supervision. Any outstanding work will need to be completed prior to the hand over date to prevent drift and delay, if this is not completed the escalation process should be followed.

Integrated Front Door (See attached Threshold of Need & Guidance Document)

Early Help

- For children to step across from statutory services to Early Help - cases should have clear plan of support needed from Early Help and be presented to the Locality and Communities panel (Please see attached the Locality and Communities panel terms of reference document).

- Contacts that are received into the Integrated Front Door are screened by Safeguarding Managers.

- A BRAG rating is provided by the Safeguarding Managers.

- Complex Early Help (Amber), Blue and Green contacts will have an additional screening by Early Help Managers and completed by Early Help Practitioners within the Front Door

- Those contacts which meet threshold for Locality Family Hub Support will be stepped across on Liquid Logic EHM to an Early Help Episode and picked up by the receiving locality.

Statutory involvement

- Children, Young People and their Families who meet threshold for assessment under Section 17 or S47 1989 Children Act will be allocated a Social Worker in the Integrated Front Door.
- The outcome of the referral will be decisioned by the Integrated Front Door, but the CIN Code and Referral outcome will not be finalised. If there is a disagreement of the Integrated Front Door decision and this cannot be resolved, then this needs to be escalated to relevant Service Managers to resolve.
- If, following the analysis of the information, it is agreed that an assessment or intervention is not required, then it is the responsibility of the Integrated Front Door manager to provide a rationale for referral closure and complete closure tasks. This needs to be agreed and signed off by the Service Manager.
- The receiving Assessment & Intervention Team will allocate the referral, identify the CIN Code, and provide management oversight on the referral.
- For S47, the above process applies, however it is expected that the Integrated Front Door SSW or ATM will discuss the family initially verbally, with Assessment & Intervention, so that they are aware it will be a priority. It is the responsibility of the receiving manager to discuss with Humberside Police, Health and other partners, in the arrangement of the strategy discussion should it be required.

Children with Disability Service

- A contact will be placed in EHM and this will be screened by a safeguarding Manager from the Integrated Front Door. Children and Young People who have identified disabilities where there are no safeguarding concerns have a right to be considered for a S17 assessment.
- When it has been identified that there are no safeguarding or other support needs, this contact will be assigned to the Disability Team Tray on Liquidlogic. A telephone discussion between managers is needed, to advise that this contact will be assigned.
- Where an Early Help Practitioner or Social Worker within NELC Children's Front Door has identified that there are no other going safeguarding or support needs and the child/young person has a disability, a telephone discussion will be held with the Disability Team Manager for additional signposting or allocating for S17 assessment. This will be assigned with notice on the Disability Team Tray.
- When assessing several siblings, all siblings will be assessed to consider the child's individual needs and make a decision as to who in the sibling group require ongoing support.
- For children to step across from Children with Disabilities to Early Help the above process will be followed, as per exit from statutory services.

Assessment and Intervention Service (See attached terms of reference)

- Case allocation meetings to take place on a weekly basis to ensure robust planning is in place for children and young people.
- The transfer step is to be initiated on LL at the point that it is identified to move to CP and Court Intervention Service, attached to the transfer step include an up-to-date case summary, genogram, and impact chronology as well as Court hearings, filing dates, CP reviews CIN meetings core groups as a point of hand over, send the transfer step to the Court and CP Intervention Service Tray.
- A joint supervision should be held when a case is transferred to ensure a seamless transition and agreed tasks are set out, this can be recorded as a manager oversight/ allocation record with a clear plan of what needs to happen by whom and when.
- The transfer checklist to be completed prior to transfer which the ATM from the current must receive. Case transfer list to be checked prior to the case being transferred to the receiving team.
- Any ICO's obtained by the CIN/Assessment team the TM should attend the first hearing from the Child Protection & Court team.
- Supervision Order or Family Assistance Order will be allocated within the Assessment and Intervention Service.
- Any new and longer-term Child in Need will need to move into the Assessment Service from the CP/Court Service. Plans coming to an end in the next 3 months will not be transferred.
- New requests for S7 will be allocated in the Assessment and Intervention Service, unless already allocated then the allocated worker will complete.
- Relinquished babies and children. Consent to place a child for adoption needs to be witnessed by a Cafcass officer. On receipt of a request from parent(s) or guardian(s) that their child be placed for adoption, NE Lincs Adoption Agency need to notify Cafcass office requesting that they appoint an officer to witness consent. If care proceedings are not live, the LA may need legal advice to consider unrepresented fathers – these children to be allocated to a Social Worker in Assessment and Intervention to complete assessment work, and identify the right pathway.

Child Protection & Court Service (See attached terms of reference)

- Children to step up to CP the assessment intervention team to take to ICPC with ATM/TM from CP/ Court team to be also attend.
- Supervision Order or Family Assistant Orders to be transferred to Assessment and Intervention Service, initiate transfer step, attached to the transfer step include an up-to-date case summary, genogram and impact chronology, CIN plan to be created in line with the supervision plan, ensure the plan for the child is shared all key dates are in place. The transfer is then moved to the Assessment Intervention Service Tray.

- A joint supervision should be held when a case is transferred to ensure a seamless transition and agreed tasks are set out, this can be recorded as a manager oversight allocation record with a clear plan of what needs to happen by whom and when.
- Final care planning meetings to be held prior to final hearing – Children in Care ATM or TM to attend. IRO to attend to ratify the plan and add note on LL.
- New requests for S37 will go into the Child Protection & Court Service, notify all team manager and Service manager and place in Court and CP Intervention Service Tray.
- Child Protection and Court Service will pick up cases where Police Protection has been taken/urgent legal work from the Integrated Front Door.

Children in Care/ New Futures Team

- The Children in Care Team will be aware of pending transfers at the final care planning meeting for children subject to Care Proceedings. CP & Court Team to advise CAFCASS of the change in team at the final hearing.
- CIC to take responsibility for children subject to Care Orders following the Final Hearing. Handover supervision will identify the most appropriate time for the introduction of the new social worker and the transfer date. CP & court to notify the CIC ATM/Team Manager and send transfers to the service team tray for CIC.
- Final order, court care plans, statements, expert assessments and the Guardian's final analysis completed in care proceedings, to be uploaded on file. Updated case summary, chronology, genogram are needed.
- Unaccompanied Asylum-Seeking Children. Contact, referral and strategy meeting co-ordinated by the Integrated Front Door. New Futures UASC team, to attend and assume responsibility for care planning at this strategy meeting.
- 16+ coming into care. Assessment to be completed by Assessment & Intervention. If the proposal at the second LAC review is a plan of long-term care, then a Social Worker from New Futures will attend the LAC review and the child will subsequently be allocated. Two weeks' notice is required.
- A Personal Advisor will be allocated to Looked After Children following their 16th birthday and by no later than the child reaching the age of 17½.
- Pre-birth assessment of a young person who is open to Children in Care/New Futures Team. The unborn is entitled to s17 assessment which needs to be referred to the Integrated Front Door. The allocated social worker for Mum will make this referral for the unborn child. Pre-birth assessment is needed by a Social Worker in Court & Child Protection as per the pre-birth process.

Dispute regarding the transfer of cases

- Wherever possible this should be resolved between the Team Managers if this is not possible and continue disagreement this needs to be escalated to the Service Managers for the final decision.

Terms of References

Locality and communities Panel

locailty-and-communities-panel-tor-030321-update.pdf (proceduresonline.com)

Assessment and Intervention Team
assessment-and-intervention-team-tor.pdf (proceduresonline.com)

Child Protection and Court service

child-protection-and-court-service-tor.pdf (proceduresonline.com)

Threshold of Need and Guidance (2020)

Section 1 - Introduction (safernel.co.uk)

Appendix 1 – Transfer Flowchart