



North Tyneside Council

Transferring Cases between Social Work Teams

From 11 November 2019

This document sets out the criteria for cases transferring between Social Care Teams. The Transfer Point is the minimum point at which a case can transfer but this may be extended by the receiving Team if there are deficits in the case recording that would prevent a safe transfer. Where transfer is delayed, resolution of the deficits in an otherwise eligible to transfer case should be undertaken in no more than 10 working days to prevent drift.

MASH TRANSFER TO SAFE AND SUPPORTED TEAMS	
Case Circumstances	Transfer Point
Contact regarding a child previously open to Safe and Supported within last 12 weeks.	MASH to make initial enquiries to determine whether Contact is a Referral within one working day. If a case requires further assessment, this will be referred back to the relevant Safe and Supported Team.
Contact regarding an Unborn sibling where there is an existing sibling/s open case to a Safe and Supported Team, where there is a Child in Need or Child Protection Plan in place.	MASH would progress Contact to Referral within one working day. The case would then transfer to the Safe and Supported Team. The Safe and Supported Team will progress a Single Assessment within the 45 day timescale.
Court direct the Local Authority to prepare a Section 7 or Section 37 in relation to a child not open to a Worker.	MASH would progress Contact to Referral within one working day. Transfer at point of Referral to the Safe and Supported Team.
Request by another Local Authority for a Transfer-In Conference	MASH to make initial enquiries to determine whether Contact is a Referral within one working day. A Referral will only be progressed if MASH determine that it is an appropriate request by another Local Authority. Transfer at point of Referral to the Safe and Supported Team.

MASH TRANSFER TO SWAT, SAFE AND SUPPORTED TEAM OR CHILDREN WITH DISABILITIES TEAM	
Case Circumstances	Transfer Point
Court direct the Local Authority to prepare a Section 7 or Section 37 in relation to a child open to a Worker (irrespective of Team).	MASH would progress Contact to Referral within one working day. Transfer at point of Referral to allocated Worker (save in exceptional circumstances in which case it will be to another Worker within the same Team as the Worker).

Contact relating to a sibling of a child open to the Children with Disabilities Team	MASH would progress Contact to Referral within one working day. Transfer at point of Referral to allocated Children with Disabilities Social Worker for Single Assessment (save in exceptional circumstances in which case it will be to another Worker within the same Team as the Worker).
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SOCIAL WORK ASSESSMENT TEAMS TRANSFER TO SAFE AND SUPPORTED TEAMS	
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Case Circumstances	Transfer Point
SWAT undertake a s. 47 Child Protection Investigation and the outcome is progress to an Initial Child Protection Case Conference.	Case responsibility will transfer at the Initial Child Protection Conference. A Safe and Supported Team Manager will attend the Initial Child Protection Conference which acts as the point of transfer.
SWAT accommodate a child in care the course of their work, triggering a Child in Care Review.	Case responsibility will transfer at the 20 day Child in Care Review. A Single Assessment must be completed by the point of transfer.
SWAT complete a Single Assessment where the proposed outcome is a Child in Need Plan and without a Child in Need Plan the child's needs are likely to escalate and place the child at risk of significant harm	<p><u>Prior to completion</u> of the Single Assessment where it is clear that:</p> <ul style="list-style-type: none"> a) services are required to promote the health and development of the child; and b) without such services, the child's needs are likely to escalate to significant harm c) there is consent from the family to work with services under a CIN Plan <p>a SWAT Social Worker will complete a transfer request, which is then agreed by SWAT Team Manager. This will then be forwarded to the Safe and Supported Team Managers by 1pm on a Friday for their consideration.</p> <p>The case will transfer at the initial Child in Need Planning meeting which is to be held within 10 working days of notification of transfer request to Safe and Supported Teams.</p>
An Unborn sibling where there is an existing sibling/s who is subject to care proceedings and where the unborn baby's father has a different father to the siblings.	The Social Work Assessment Team would be allocated the case and required to progress a Single Assessment within the 45 day timescale.
Single Assessment of an Unborn where the outcome is to progress to an Initial Child Protection Conference.	If child protection concerns are identified at the beginning or during the single assessment, a strategy discussion is to be held. If the case is open to the Social Work Assessment Team, and this progresses to an Initial Child Protection Conference, the case will transfer to the Safe and Supported Teams at the Initial Child Protection Conference.

Notification of a new Private Fostering arrangement.	The case will transfer to Safe and Supported Teams following completion of a Single Assessment and Private Fostering Assessment.
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SOCIAL WORK ASSESSMENT TEAMS OR SAFE AND SUPPORTED TEAMS TRANSFER TO CHILDREN WITH DISABILITIES TEAM	
Case Circumstances	Transfer Point
Where the case is open and during the course of assessment, help or support it is identified that the child has a severe and complex disability or where there has been a new diagnosis made of a severe or complex disability	The case will transfer at an appropriate transition point, either after the completion of a Single Assessment or at a Review point. The open non-disabled siblings will also transfer at the same point to the Children with Disabilities Social Worker.

SAFE AND SUPPORTED TEAMS TRANSFER TO LEAVING CARE	
Case Circumstances	Transfer Point
<p>'Eligible' Child in Care</p> <ul style="list-style-type: none"> • Aged 16 or 17; • A child in care for a period of 13 weeks since the age of 14; • Currently Looked After 	Prior to the young person's 17 th Birthday a referral must be made to the Leaving Care Team. A Personal Advisor will be allocated but the case will not be transferred until the young person becomes 18 years of age. The Social Worker will remain the key allocated Worker until transfer. Transfer will be as close to the young person becoming 18 years of age as possible.
<p>'Relevant' Young Person</p> <ul style="list-style-type: none"> • Aged 16 or 17; • A child in care for a period of 13 weeks since the age of 14; • A child in care for a period of time after their 16th birthday; • No longer a child in care* <p>*If a 'relevant child' has returned home to their parents, they cease to be a relevant child after being at home for 6 months. However, if this arrangement later breaks down before their 18th birthday, they return to being a 'relevant child'.</p>	Prior to the young person's 17 th Birthday a referral must be made to the Leaving Care Team. A Personal Advisor will be allocated but the case will not be transferred until the young person becomes 18 years of age. The Social Worker will remain the key allocated Worker until transfer. Transfer will be as close to the young person becoming 18 years of age as possible.
'Qualifying' Young Person	A referral must be made to the Leaving Care Team for consideration of the support to be provided to the young person. A Personal

<ul style="list-style-type: none">• Aged between 16 and 21 or between 16 and 25 if still in full-time education• A child in care on, or after, their 16th birthday and no longer in care;• Spent less than 13 weeks in care since 14th birthday, i.e. do not fulfill criteria for eligible or relevant child	<p>Advisor may be allocated. The case will be worked by the allocated Social Worker until closure or until the young person becomes 18 years of age. At this point the young person will transfer to the Leaving Care Team.</p>
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