

Sunderland Children's Services

Transfer Procedures

1. Introduction

Cases are transferred both within Social Work and Early Help, and across authorities. This procedure brings together both of these situations and case closures.

2. Internal Case Transfer Procedure

2.1 Key Principles

- Transfers should ensure a 'seamless service'. The needs of service users must have priority.
- Issues regarding allocation will be resolved within that team by the Team Manager. Any disputes regarding transfers between teams will immediately be taken to the appropriate Service Manager(s) for resolution.

2.2 Transfers from Integrated Contact & Referral Team

The Integrated Contact & Referral Team (ICRT) accept new referrals and offer advice.

Within 24 hours of receipt of a contact a decision is made regarding how it is to be progressed.

2.3 Child in Need (Section 17)

Child In Need Assessments and S47 enquiries are completed by the Assessment Team. Following completion of an assessment, where services and support have been identified as a need, cases will be transferred to Locality Teams, Permanence Team or Next Steps. This is to ensure that an effective, responsive front door service is maintained.

It is expected that a telephone call or face to face meeting is held between the outgoing and incoming Team Managers prior to cases transferring.

- The Assessment Team Manager will email the Locality Team outlook team inbox as soon as it is known this case will be transferred.
- The receiving team will need at least 5 working notice days prior to the Child in Need meeting being held
- Within 1 working day a receiving worker will be identified.
- Case will be allocated to the identified team/worker by the Assessment Team Manager
- The Assessment Team will arrange the Child in Need meeting,
- Under most circumstances the meeting will be chaired within receiving team by a Social Worker appropriately appointed by the manager, however where the case is of a complex nature consideration should be given to a Team Manager or Advanced Practitioner from the Locality Team chairing the meeting.
- The Assessment Team Social Worker will inform the family/carers of a change in Social Worker
- A case will not transfer unless the following is completed- Child in Need Assessment with an outline Child in Need Plan, chronology, genogram.
- A Quality Assurance checklist will be completed within 5 working days of transfer by the Assessment Manager.
- Any outstanding work must be completed within 5 working days of transfer.
- Prior to any case being transferred to another team a Transfer Summary must be completed by the Social Worker in case notes on CCM
- The Team Manager must sign off the transfer summary and record this on CCM.

If after completion of the Child in Need Assessment it seems likely that the case will need Early Help intervention then:-

- Social Worker to send action to the Early Help worker in the ICRT or
- Social Worker to send referral direct to Early Help via the EHAAT@togetherforchildren.org.uk inbox and include a copy of the CIN assessment.

2.4 Re referrals within 6 months of closure

If a case open to the Locality Team closes or has been transferred to a lead practitioner but then a re-referral is received within 6 months, this will go directly to the Locality Team. If the re-referral is over 6 months after the case closure on CCM, the case will reopen to ICRT who will assess to see if it meets the threshold for assessment. If it is evident that the issues remain the same then the case will transfer to the Assessment Team for completion of a brief

child in need assessment. If this assessment deems the threshold for on-going CiN support is required the case will transfer to the Locality Team following the CiN transfer process above. However if the issues are different, the case will remain with the Assessment Team for a further more detailed child in need assessment prior to transfer.

2.5 Child Protection Cases (Section 47)

- The Assessment Team Manager will email Locality Team outlook team inbox as soon as it is known this case will require an Initial Child Protection Case Conference.
- The Assessment Team Social Worker will notify the IRO Service for scheduling of the ICPC
- Within 1 working day a Locality Team Social Worker will be identified, Assessment Team Manager will allocate to the identified Team/worker.
- The Assessment Team and Locality Team Social Worker will attend the Initial Case Conference; case will transfer at this point.
- A Quality Assurance checklist will be completed within 5 working days of transfer by the Assessment Manager.
- Social Worker to complete the transfer summary and this must be recorded on CCM
- Team Manager to sign off the transfer summary and this should be recorded on CCM

2.6 Looked After Children

From Assessment Team

- Assessment Team Manager will email the Locality Team outlook team inbox as soon child becomes Looked After.
- Locality Team Social Worker will be identified, by the receiving team manager, within 1 working day
- Assessment Team and Locality Team Social Workers will attend the first LAC review; case responsibility will transfer at this point.
- Child in Need Assessment, chronology, genogram to be completed prior to transfer.
- Assessment Social Worker will inform the family/carers of a change in Social Worker
- A Quality Assurance checklist will be completed within 5 working days of transfer by the Assessment Manager.
- Social Worker to complete the transfer summary and this must be recorded on CCM
- Team Manager to sign off the transfer summary and this should be recorded on CCM

From Locality Team to Permanence

There is an expectation that there will be a telephone call between the Manager of the Locality Team and the Permanence Team prior to cases being transferred.

Cases will transfer to the Permanence Team when there is a permanence plan agreed. This can be in the following circumstances:

- Adoption
- Long term fostering

Process of Transfer

- The child's case will transfer when the permanence plan has been agreed; this is normally at the second LAC Review.
- There will be a telephone call to the Permanence Team Manager; a Social Worker will be identified. The Locality Team Manager will send an email to the Permanence Team Outlook box. Within 2 weeks the Permanence Team will arrange with the Locality Team, a hand over meeting. The case will transfer within 2 weeks of the LAC review.
- The long term placement will be agreed at the Permanency Monitoring Group (PMG). Identifying a permanency plan is different than identifying a permanent placement.
- Cases in Proceedings will be kept in the Child Protection Teams until the proceedings have concluded. There will be a telephone call to the Permanence Team Manager; a Social Worker will be identified. The Locality Team Manager will send an email to the Permanence Outlook box two weeks prior to the final hearing. The case will transfer within 2 weeks of the final hearing. A handover meeting will need to be arranged within these two weeks.
- A Quality Assurance checklist will be completed within 5 working days of transfer by the Locality Manager.
- Social Worker to complete the transfer summary and this must be recorded on CCM
- Team Manager to sign off the transfer summary and this should be recorded on CCM

From Permanence and/or Children with Disability (CwD), to Next Steps

Transition

Young People who have reached the age of 15.

Process of Transfer

- When the young person reaches 15 an email will be sent by the Child Protection, Permanence or CwD Team Manager to the Next Steps Team outlook box
- There will be a telephone call between the Manager of the Child Protection, Permanence or CwD Team and the Next Steps Team
- The Manager of the Next Steps Team will identify a worker
- A meeting will be arranged to meet the young person within the following four weeks
- The case will transfer 4 weeks after the 15th birthday
- The case file audit will have been completed by the Child Protection, Permanence and CwD Team Manager prior to transfer.

2.7 Disabled Children

- Referrals relating to families with a disabled child (including where there are safeguarding / child protection concerns) are made directly to the ICRT Team who will determine whether the child meets the eligibility criteria for the Children with Disability Team. If the criteria are met discussion will take with CwD manager to identify an allocated worker.
- CwD will assume case responsibility for that child and any other siblings referred.
- Business Support within ICRT will complete the allocation process with a social worker in CwD as primary worker.
- Where there are needs identified but the threshold for CwD is not met then a lead practitioner should be identified and an early help referral to be considered.

2.8 Private Fostering

- If ICRT establish the case is a Private Fostering arrangement the case will transfer directly to the Locality Team to enable a Private Fostering Assessment to be completed.
- If clarity is needed as to whether the case will meet the criteria for a Private Fostering arrangement a visit will be undertaken by a social worker to establish, via completion of a CiN assessment, whether the criteria for Private Fostering is met. If it is deemed the criteria is met
- On commencement of the CiN assessment where it is determined this is a Private Fostering Arrangement, Assessment Team Manager will email Locality Team outlook team inbox.

- Assessment Team Social Worker will inform the family/carers of a change in Social Worker
- Within 1 working day worker will be identified, Assessment Team manager will allocate to the identified Team
- Quality Assurance checklist will be completed prior to transfer by the Assessment Manager.
- Social Worker to complete the transfer summary and this must be recorded on CCM
- Team Manager to sign off the transfer summary and this should be recorded on CCM

2.9 Care Proceedings

- Where the agreed plan, at PLO, is to issue proceedings, the Assessment Team Social Worker will complete the first statement and attend the initial court hearing, along with the Locality Team Social Worker.
- Case responsibility will transfer at the initial hearing
- The case can transfer sooner to the Locality Team at the ICPC or 20 day LAC review, if this precedes the initial court hearing.
- Child in need assessments will be made available to Court and the Assessment Team Social Worker would be expected give evidence as necessary at any stage during the proceedings.
- Social Worker to complete the transfer summary and this must be recorded on CCM
- Team Manager to sign off the transfer summary and this should be recorded on CCM

2.10 Adoptions

- Step parent adoptions - any queries or referrals should be passed straight to the Adoption Team.
- Relinquished babies - any queries regarding possible relinquished babies/infants should be passed straight to the Adoption Team who will deal with all pre and post birth issues. In the event of any concerns or implications regarding the baby the Adoption Team Manager will contact the Locality Team Manager to arrange for the case to be co-worked.
- In the event of any concerns or complications which need further discussion about the status of the case, the Service Manager for Localities will make the decision.

2.11 Cases for direct transfer into Locality Teams or specialist teams

- Open cases transferring from another local authority providing they have a completed child in need

assessment and any other relevant assessments. ICRT duty gather information required for CiN transfer and Locality team for action.

- Children subject to a child protection plan from other areas that are moving into Sunderland.
- Long term work transferring from other teams e.g. relinquished babies.
- Section 7 and 37 reports.
- Unborn baby where previous children have been removed and 1 parent is different go to the Locality Team
- Unborn baby where previous children have been removed and there are no changes in circumstances go to the Permanence Team
- Relinquished Babies go straight to the Adoption team

3. External Case Transfers

3.1 Children in Need Cases

- If families require ongoing services and they move permanently to another local authority a referral should be made to the authority's equivalent Integrated Contact & Referral Team, outlining the needs which have been identified through the assessment and the social worker should follow the receiving Local Authority's transfer policy.
- There is a NE CiN Regional Transfer Protocol and this can be found on the Childrens Social Care Practitioners Hub
- Social Worker to follow Closure Procedure (see below).

3.2 Looked After Children

- When a child is placed with carers living in another Local Authority the allocated social worker must inform relevant Business Support. The notification letter (CF89 and 89a) is then completed and distributed via secure email to local authority. A copy is also sent to Duty Fostering admin. who maintain the register of all LAC within the city and those placed outside.
- The letter is a standard notification only – any information about the child which the other authority needs to be aware of must be separately communicated, for example risk assessment information, child in need assessment or social work report as felt to be appropriate.
- Children subject to a child protection plan who moves into the area – To be read in conjunction with Sunderland Child Protection procedures.

3.3 Temporary Moves

Any change of address must be referred immediately to the Designated Administrator (IRO) who will send a standard notification to the other local authority's Designated Manager and Designated Administrator to which the child/children has/have temporarily moved. This does not include any specific information about the child or his/her protection plan. These must be separately communicated where required.

3.4 Permanent Moves

- Again, the designated Administrator will notify the new authority.
- Any discussions about transferring case responsibility must be initiated by the Social Worker/Team Manager, with reference to Local Safeguarding Children's Board procedures.
- Any negotiations about supervision of the child, dependent upon geography etc. must be confirmed in writing.
- Any requests to attend Court on cases that are not open will be attended by the Locality team.

4. Closed Cases

These are defined as cases closed within the preceding 6 months. Any re-referrals will be reallocated to the Locality or CwD Teams.

Prior to any case being closed a Closure Summary must be added to CCM by Social Worker and authorised by the relevant manager.

A letter should be sent to parent/s or carer/ and where appropriate, the young person, when a case is closed.

