**Children’s Casework Transfer Policy.**

**The basic principle agreed between the Service Leaders is that the casework transfer points are adhered too at all times and any issues of service area capacity are then addressed to the Senior Leadership team, capacity should not override skills base in the need for transfer.**

**These principles are supported by transfer checklists to clarify what work will have been completed prior to transfer.**

Key Principles

* Children and families are and remain at the heart of all our planning.
* Children are in the right part of the service at the right time to reduce unnecessary delay in their journey.
* Services work together to support timely transfers for children and ensure families are informed of changes.
* Everyone is committed to make sure that intervention and case work planning is increasingly smarter and effectively impacts on children and families.
* This policy sets out principles of transfer across all areas of Early Help and across Children and Young People’s Services.
* The Children’s Casework Transfer Policy is owned and implemented by all service areas. Transfers will not be requested prior to checklist being signed off by a Practice Manager (PM) where this may cause unnecessary delay for a child the Group Manager will be contacted. In normal circumstances transfers are completed at the agreed transfer points and within agreed timescales. All Care Proceedings will sit within FSP and CLA

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| **Service child is in** | **Commentary** | **Service child will move too.** | **At what point** |
| MASH | Transfer in Child Protection Conference. MASH/CPU complete necessary checks and paperwork to assess suitability for transfer request | FSP if CP  A&I if CIN | Transfer RCPC |
| CAI | Arranges an ICPC – child is subject of a CPP. | FSP | ICPC |
| CAI | Arranges an ICPC – child is not made subject of CPP / but CIN plan is agreed | Remains in CAI |  |
| CAI | We are working with a child, however significant concerns about safety and well-being so an application for an EPO or short notice ICO.  Planned application for an ICO is made and child is accommodated or a placed with connected persons under Section 20 CA / a court order.  Current social worker makes the EPO/ICO application and completes relevant paperwork for court hearing. | Court Team | At the EPO/ICO Hearing |
| CAI | Significant concerns about child, and safety planning not keeping child safe. Agreement via Group Manager to attend gateway meeting and recommendation is for a Pre Proceedings Meeting). Social worker shares letter before proceedings with parents arranges Pre proceedings meeting and arranges an ICPC. | FSP | ICPC and /or the PPM meeting, whichever is most appropriate.  SL will chair gateway meeting |
| FS&P/Court and CLA | Child has been subject of care proceedings. The conclusion of the proceedings is a Supervision Order with the child residing in the care of a parent / family member. | Case would remain with allocated worker for duration of supervision order |  |
| CLA | Child is 16 and requires preparation for leaving care. | Leaving Care Service | LCS allocates a personal advisor to co work at 16 and child fully transfers to LCS at 18. |
| MASH | Referral presenting as the main concern being ‘adolescent on edge of care’ (child is over 11yrs). | AFRS | At point of referral. |

**The above transfer points and principles need to be applied by all Practice Managers and Group managers. The key principle being children transfer at relevant times for them and that services are best placed to meet the needs of children and their families**