

**Children’s Social Care Child Protection Conference Transfer In Process**

MASH will, on the day the notification is received from the other LA:

* Create the LCS record for the child/children
* Check the other LA have provided or request that they provide the following documentation:
  + Copies of an up to date assessment of each of the children in the family which clearly identified the risk(s) to each child;
  + Copies of the minutes to all of the child protection conferences and child protection plans relating to the current period for which the children have been subject to a child protection plan;
  + A copy of the current child protection plan;
  + An up to date case summary setting out both the current situation and all relevant background information about the child
* Save documents received on Content Server and advise H&P Team Manager of any outstanding documents required
* Undertake checks on any other residents of the new address as appropriate
* Alert CP Admin and the relevant H&P Team Manager

CP Admin will:

* Alert the CP Manager so that a CPA can be allocated
* Organise the transfer-in conference within 15 days of being notified, and advise professionals in BCC and the other LA of the date
* Flag the child on LCS as on a Child Protection plan in another area

The H&P Team will:

* Identify an allocated worker
* Liaise with the other LA to obtain more information/gain a better understanding of the children and family prior to the transfer in conference, if needed
* Follow up receipt of any outstanding document with the other LA