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**Child Protection Conferences Transfer In Protocol**

Procedure for the operation of Transfer in Child Protection Conferences; requests from other Local Authorities

**February 2021**

The London Child Protection Procedures (2020) outlines when a family with children subject to a Child Protection Plan moves to another local authority area, the originating authority should notify the receiving authority at the earliest opportunity.

When a family with children subject to a Child Protection Plan moves from one local authority area (the originating authority) to another local author area (the receiving authority), then the responsibility for the monitoring, supervision and updating of that plan must transfer from the originating authority to the receiving authority. In order that the vulnerability of such children is not compromised, such case transfers should take place in a timely manner. During the period prior to the formal transfer of case responsibility, the originating authority should continue to monitor the protection plan.

Within 15 days of receipt of the documentation referred to below, the receiving authority should arrange a Transfer In Child Protection Conference. The receiving authority will be responsible for undertaking checks on any other residents of the new address as appropriate. At that child protection conference, the receiving authority will formally accept case responsibility. The conference should determine whether or not the children will remain subject to a child protection plan and the contents of that plan.

The MASH internal working guidance outlines the principles and process for when a request is received for a transfer in conference.

All requests for a Transfer In Conference should be received and responded to by the MASH. The request is logged on Mosaic a MASH manager will review and authorise the progress of the request.

The MASH Managers will liaise with the designated Team Manager in the Family Support and Protection Team regarding the suitability of requests and to ensure that all required documents are received and if so, the referral is signposted to the identified manager in Family Support and Protection Service.

The following information must be requested from the requesting

Local Authority:

* LA to complete LBTH Multiagency Referral Form
* Copy of last Child Protection Case Conference Minutes
* Updated Social Worker’s Assessments which is not more than 6months old.
* List and address of all agencies/professionals involved with the family (this to be outlined in LBTH referral form)
* Transfer summary
* Current Single assessment on ALL children
* Up to date chronology
* Up to date and detailed Child Protection Plan
* Parents/Carer’s personal details i.e. name/dob, contact numbers and family demographics.
* Any health & safety concerns that we need to be aware of
* Any other details that will be of further relevance (i.e.: mental health concerns, substance misuse, care history etc.)
* Details of any Court Orders in place or recently expired
* Details of any siblings no longer living in the household and their legal status
* Any support put in place (including any financial packages)
* Tenancy agreement- to evidence the family’s residence in LBTH area. The name of the person/s on the Tenancy Agreement.

The transfer in request will be agreed providing we have all the relevant information needed from the requesting Local Authority and that the request is appropriate.

Cases that would be deemed unsuitable for a Transfer In request include:

* a case in the PLO process or a case subject to court proceedings.

If the transfer-in is not agreed and this requires escalation by the originating Local Authority this would be reviewed the Head of Service in FSP.

It is the responsibility of the originating authority to continue to be responsible for visiting the child(ren) pending the transfer in conference taking place. Should the distance be so far that it would be unreasonable to expect the originating authority to visit, it is expected that the originating authority would negotiate with LBTH as to whether they could undertaken visits to see the child(ren) on their behalf.

Once all the documentation has been received the Family Support and Protection Service Designated Team Manager who will liaise with the Safeguarding and Quality Assurance Service to arrange the Transfer in Conference date. The transfer in conference takes place within 15 days of all the documentation being received.

It is the responsibility of the Local Authority requesting the transfer in to ensure the written follow-up is made in a timely manner. The 15 day timescale for convening the conference will commence upon Tower Hamlets Children’s Services / Safeguarding and Quality Assurance service satisfied they have all relevant information required for the Conference Template from their authority, and that the address where the child will be living is permanent in Tower Hamlets.

It is the responsibility of the originating authority to ensure that all other agencies working with a child subject to a child protection plan are notified that the child has moved to another area. It is the responsibility of each agency in the originating authority to notify their counterparts in the receiving area that that the child has moved to their area and to transfer relevant documentation as soon as possible.

Where a child of school age has moved to another area and not registered for a school place, then it will be the responsibility of the receiving authority to treat that child as if they are missing from education and to seek to ensure that their parents or carers register that child for a school place as soon as possible.

Following the transfer child protection conference, the originating authority should end their child protection plan and notify relevant agencies accordingly.