



Centre for Professional Practice

Transfer Protocol

January 2021

The aim of this protocol is that children, young people and their families receive the right service at the right time. This protocol should be read with reference to the Transfer Panel Terms of Reference and sets out the points at which cases will transfer across teams and between service areas. This will assist in ensuring that those in receipt of these services do not experience delay. This document covers the following points;

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1. Referral from MASH to Assessment

Children or young people will transfer to the Assessment Service from MASH under the following circumstances;

- The child or young person has been closed to an Assessment team within one month and MASH determine that the information meets threshold for a referral to be progressed
- The outcome of a referral is a Child and Young Person Assessment
- The outcome of a referral is a Strategy discussion resulting in a Child Protection Enquiry
- New requests for s.7 or s.37 Reports
- Homeless 16/17 Year Olds

In the event of a disagreement between MASH and the Assessment Service, firstly the Team Managers should discuss the issue and seek to resolve it. In the event this is unsuccessful, discussions should be held between the Service Managers for MASH and Assessment and should they remain unresolved, the Head of Service for Children and Families should make the final decision.

2. Referral from MASH to Care Management

Children or young people will transfer directly into Care Management from MASH under the following circumstances;

- The child or young person has been closed to a Care Management Service within the last three months and MASH determine that the new information/ MARF meets threshold for a referral to be progressed.
- A request is made from another local authority and agreement is obtained from the Service Manager within Care Management that Dudley Care Management are to assume responsibility for;
 - Incoming Child in Need Plan
 - Incoming Child Protection Plan
 - Requesting that Dudley become the designated local authority for a looked after child in active care proceedings
 - Requests from the Court for a Section 7 or a Section 37 report on open cases (or relevant service if held elsewhere)

In the event of a disagreement regarding these instances, discussions should be held between the Service Managers for MASH and Care Management and in the event this is unresolved, the Head of Service for Children and Families will make the final decision.

3. The transfer of 'Child in Need' cases

Where a CYPA concludes that further support is required from a social worker, an initial child in need planning meeting will be convened within 10 days, notification of transfer having been made to the receiving team. The receiving team will allocate a social worker who will be responsible for leading the development of the plan and this meeting will be the case transfer point. In order for this to take place, the Assessment service must complete the following;

- Present at Transfer Panel at least the week prior to the Initial Child in Need meeting
- Ensure that at the transfer point, the Transfer Form is completed in Liquid Logic.

In the event of a disagreement regarding these instances, discussions should be held between the relevant Service Managers and in the event this is unsuccessful the relevant Heads of Service should make the final decision.

4. The transfer of 'Child Protection' cases

When a child of young person requires a Child Protection Plan, they will transfer to Care Management at the Initial Child Protection Conference. In order for this to take place, the Assessment service must complete the following;

- Present at Transfer Panel at least the week prior to the Initial Child Protection Conference
- Ensure that at the transfer point, the Transfer Form is completed in Liquid Logic.

In the event of a disagreement regarding these instances, discussions should be held between the Service Managers for Assessment and Care Management and in the event this is unsuccessful, the Head of Service for Children and Families should make the final decision.

Section 7 or Section 37 Reports: Requests from the Court for Section 7 or 37 reports are undertaken by the Children's Assessment Service or DDS (if the DDS criteria is met) if it is a new referral. If it is an open case the relevant team will complete the report and attend court to give evidence on the relevant report if required.

Relinquished Babies: For new referrals of a relinquished baby, the case will transfer from MASH to the Assessment Service. Immediate referral to the Regional Adoption Service needs to be made to enable timely joint working.

Pre-Birth Assessments: All new referrals for pre-birth assessments received by MASH will transfer to the identified social work team for completion. Referrals for pre-birth assessments on open cases will be completed by the current case holding team.

Private Fostering: All referrals in respect of Private Fostering Arrangements are received by MASH, the case will be transferred to the Fostering (Assessment) Team to undertake the appropriate assessment further to basic checks. Once these are completed, the Fostering Team will hold the case in-line with the Private Fostering Statement of Purpose.

Step-Parents Adoption – For children whose step-parents intend to adopt them, the case will transfer from MASH to the Fostering Team.

5. The transfer of ‘Looked After Children’s cases

a. Police Protection

In the event that a child or young person is made subject to Police Protection that do not already have an allocated Social Worker, MASH will progress the referral through to the Assessment Service. The Assessment Service will then remain responsible for the child or young person until any of the subsequent potential transfer points apply.

b. Emergency Protection Order

In the event that a child or young person is made subject to an Emergency Protection Order, the allocated team will remain responsible until one of the subsequent transfer points apply, which will most likely be under the guise of an Interim Care Order.

c. Section 20

Where a child is accommodated under Section 20, the decision and plan needs to be reviewed at Legal Gateway Panel in line with the arrangements for oversight of Section 20 arrangements at LGP, the decision at which will determine the transfer point.

In the event that the outcome of Legal Gateway is to issue proceedings, the transfer point would apply at the initial Court hearing or first CLSA Review.

If the outcome is for the child to remain Section 20 for a specified period of time and/or to be initially managed under the Pre Proceedings process, the child or young person will transfer to Care Management at the Pre Proceedings meeting.

In the event that the outcome of Legal Gateway Panel is that the child or young person continues to be accommodated under Section 20, with no plan to return home or to become

subject to a Care Order, the child or young person will transfer to Children Looked After service at the Initial Child Looked After Review.

In order for this to take place, the service responsible must;

- Present at Transfer Panel at least the week prior to the Pre Proceedings meeting or the Initial Child Looked After Review (as outlined above)
- Ensure that at the transfer point, the Transfer Form is completed in Liquid Logic.

All Unaccompanied Migrant Children referred via the National or Regional Transfer Scheme will transfer directly to Children in Care Service to ensure that the children do not experience too many case transition points.

Unaccompanied Migrant Children will transfer directly from MASH to Children in Care Service. Children in Care Service will undertake the Assessment. Where an Age Assessment is required, this will be allocated to staff across the service who have been trained to undertake Age Assessments.

d. Interim Care Order

When a child or young person becomes subject to an Interim Care Order, they will transfer to the Court Team at the first CLA Review. In the instance where the child is open to Dudley Disability Service there is an expectation that DDS remain the lead service but work in consultation with the Court Team.

In order for this to take place, the Assessment Service must complete the following;

- Present at Transfer Panel at least the week prior to the Initial Court Hearing in order for a Court Team worker to be present.
- Ensure that at the transfer point, the [Transfer Form is completed in Liquid Logic](#).

In the event that there is an abridged Interim Care Order hearing which does not allow the social worker to attend the Transfer Panel, it is expected that the Assessment Service Manager alerts the Care Management Service Manager to agree a transfer outside of Transfer Panel. In the event of a disagreement regarding the transfer point, the Head of Service for Children and Families will make the final decision.

e. Care Order (including Children Placed with Parents – Care Planning Regulations 2010 amended 2015)

Upon the conclusion of care proceedings where a child or young person is made subject to a Care Order where they reside in either a local authority or connected person's foster placement, or with their parents under Placement with Parents regulations, they will transfer

to the Children Looked After Service at the final hearing. In order for this to take place, the Care Management Service must complete the following;

- Present at Transfer Panel at least two weeks prior to the Final Court Hearing
- Ensure that at the transfer point, the [Transfer Form is completed in Liquid Logic](#)

Dudley Disability Service: When a child already in care is formally diagnosed or assessed as meeting the Disability criteria, the case will be transferred to the Dudley Disability Service (transfer protocol to be followed)

Non-Agency Adoption: Received in MASH recorded on contact/referral and work flowed to the Fostering Service.

f. Young person remanded to the care of the local authority Young person remanded into Youth Offending Institute (YOI) – not known to the local authority

When a young person is remanded into the secure estate, they become a child looked after. In the event they are not known to the local authority at the time of being remanded, responsibility for the Child Looked After duties will be led by the Children in Care Team working with the Youth Offending Service who will focus on the remand work. Given the immediate nature of remand sentences the transfer to Children in Care would be via the CIC Duty Manager and YOS Manager.

Young person remanded into the secure estate (YOI) – known to the local authority as either being subject to Child in Need, Child Protection or as a Child Looked After

In the event a young person already has an allocated Social Worker, they will assume responsibility for the tasks associated to the young person becoming a child looked after. Any discussions around subsequent transfer need to be discussed on a case by case basis between the Service Managers for the relevant service areas where decisions can be made dependent upon the needs and planning for the young person.

Young person remanded into the care of the local authority – not known to the local authority

This includes young people who require accommodation from the local authority through either a local authority or connected person foster placement. MASH will progress the referral through to the Assessment service who will undertake the placement and initial child looked after duties. The young person is then able to transfer to the Children Looked After

service at the Initial Child Looked After Review. In order for this to take place the Assessment service must complete the following;

- Present at Transfer Panel at least the week prior to the Initial Child Looked After Review
- Ensure that at the transfer point, the [Transfer Form is completed in Liquid Logic](#).

In the event of a disagreement regarding these instances, discussions should be held between the relevant Service Managers and in the event this is unsuccessful, the respective Heads of Service should make the final decision.

g. Homeless 16- and 17-Year Olds

If a young person chooses a s.20 status the case will transfer to the CIC Team via the Transfer Panel based on their CLA status. If a young person remains s.17 they would transfer to Care Management.

h. No Recourse to Public Funds (NRPF)

Children and their families assessed as having No Recourse to Public Funds (NRPF) and eligibility criteria for support is met will transfer to Care Management via the Transfer Panel. In the event of a disagreement regarding these instances (a-i), discussions should be held between the relevant Service Managers and in the event this is unsuccessful the relevant Heads of Service should make the final decision.

i. Transfer to Care Leavers

When a young person Looked After reaches the age of 16 a referral should be made to the Care Leavers team for a Young Person Advisor to be allocated as co-worker alongside the social worker. The Young Person Advisor then contributes to the pathway plan irrespective of which team is case managing (CIC, Care Management, DDS). YPA will be allocated once the young person has been in care of the Local Authority 13 weeks plus.

Relevant Children are those aged 16 and 17 who meet the criteria for eligible children but have left care. (Regulations may exclude certain groups, such as children who return to live with persons with PR continuously for 6 months and children who receive respite care.) These children will be transferred to the Children in Care & Care Leaver's Service to enable a YPA to be allocated.

6. Step down to Early Help

Where a service deems it necessary that a child or young person can step down to Early Help, the transfer will take place following agreement obtained from the Transfer Panel. In order for this to take place, the requesting service must complete the following;

- Present at Transfer Panel
- If agreed transfer to single agency where appropriate or if multi-agency, contact the relevant Family Centre for case discussion and arrange handover meeting
- Ensure that at the transfer point, the [Early Help Transfer information and checklist](#) is completed

7. Transfer to Dudley Disability Service Referral from MASH to Dudley Disability Service (DDS)

Children or young people who meet the DDS [Service Criteria](#) will transfer directly into the Dudley Disability Service from MASH under the following circumstances;

- The outcome of a referral is a Child and Young Person Assessment
- The outcome of a referral is a Child Protection Enquiry
- Either of the two above outcomes is reached AND the child or young person's disability meets the threshold for the Dudley Disability Service

In circumstances where there is a sibling group where some of the children do not meet the [Service Criteria](#) , please refer to the [Joint Working Protocol](#) for the Dudley Disability Service which outlines co-working arrangements.

In the event of a disagreement regarding these instances, discussions should be held between the Service Managers for MASH and Dudley Disability Service and in the event this is unsuccessful, the Head of Service should make the final decision.

Children who are initially allocated outside of the Dudley Disability Service who are subsequently identified as having a disability

In circumstances where a child or young person's disability is diagnosed during another period of planning i.e. Child Protection Plan, Looked After Care Plan, they are entitled to receive a joint assessment from their allocated Social Worker and a Children's Social Worker within the Dudley Disability Service.

In order to request this service, the following process should be followed;

- Allocated Social Worker's Team Manager should consult with a Children's Team Manager within the Dudley Disability Service

- Where it is agreed that the child or young person meets the threshold for Dudley Disability Service, the assessment will be undertaken by the allocated Social Worker with the support from a Children’s Social Worker within Dudley Disability Service

In these circumstances the child or young person will remain the responsibility of the allocated Social Worker and will not transfer into the Dudley Disability Service unless the outcome of the assessment determines the child or young person is best placed within the Dudley Disability Service.

In the event of a disagreement regarding these instances, discussions should be held between the relevant Service Manager and the Service Lead within Dudley Disability Service and in the event this is unsuccessful, the respective Heads of Service should make the final decision.

Looked after young people who are approaching Pathway Planning and meet the criteria for the Dudley Disability Service

Young people who have a disability and are approaching an age where they are transitioning into adulthood require arrangements to ensure they are in receipt of appropriate services in advance of arrangements being made. In these circumstances, upon the young person reaching their sixteenth birthday, a referral can be made to request assessment and support from the Transitions Team within Dudley Disability Service. This should be actioned by the allocated Social Worker directly to the Transitions Team.

8. Restricted Pins

When a pin is restricted, it is the responsibility of the outgoing team to inform ICT of the person and team the case is transferring to.