**Remit for Transfer from SBRT to 0-25 Locality**

Children and young people will transfer back up to the relevant 0-25 Locality Children’s Team in the following circumstances:

* If the family request Overnight Short Break (OSB) provision. Case will require a C&F assessment by a social worker
* When safeguarding concerns are raised and substantiated – this decision will be made by the Short Break Review Team manager but in consultation with the respective Locality Team Manager.
* When there is a marked and sustained increase in complexity related to either the child or young person’s health, education, or social care needs, necessitating the need for frequent reviews, home visits and management oversight.
* Where a young person or child is subject to DSR (Dynamic Support Register) and rated amber or red, is actively being supported by Transforming Care and/or is assigned a keyworker from that team, and/or is the subject of a CETR.
* Where a Court orders a Sec 7 or Sec 37 report
* When families request a significant increase in additional support, and this has not been resolved within the Short Break Review process. In such circumstances a further assessment of need is likely to be required and should be completed in the respective Locality Team.

**Procedure for Transfer from SBRT to Locality:**

* The SBRT Team Manager will alert the Locality Team Manager via email providing a brief overview of the case and the reasoning for the transfer.
* In most cases all requests for transfer should be finalised within 5 working days of the locality team manager being notified.
* The 5-day rule will not apply in circumstances where urgent safeguarding concerns of a child protection nature have arisen. These cases must be dealt with urgently following Hertfordshire’s established procedures for managing situations where children are thought to be at risk of harm.
* Following initial enquiries by the SBRT, if safeguarding concerns of a Child Protection nature are identified, the SBRT manager will immediately notify the relevant Locality Team Manager. The case will transfer to the Locality team at this point.
* Hertfordshire procedures for managing safeguarding referrals will apply and should be led by the responsible Locality Team Manager. This includes convening and chairing a strategy discussion if required. All safeguarding concerns and visits in such circumstance should be led by a qualified social worker. Where appropriate, the holding SBRT family practitioner should be made available to support safeguarding enquiries.

**Checklist for Transfer:**

The SBR Team Manger will place Management Oversight on LCS case notes recording the decision and rationale to transfer the case to the Locality Team.

**Prior to transfer the SBRT family practitioner will:**

* Update the case summary and chronology
* Ensure minutes of annual review meeting are recorded on LCS
* Update risk assessment check list
* Ensure Immigration / Disability Status / Language is recorded and accurate
* Details of parents, carers and significant other is accurate
* End Short Break Process and commence CIN – restarting and updating the previous Child In Need plan
* Reallocate case to Team Manager to complete allocation.
* The Locality Team Manager to change status to 17B or 17C depending on allocation to Social Worker or Family Practitioner and place a management oversight note on LCS to this effect.
* SBRT Family Practitioner sends Step Up Decision Letter to the family concerned.

**\*Important:**

When a child or young person comes into the SBRT following a Short Break Assessment and has never been the subject of a CIN plan, at the point they transfer to the Locality team, a C&F assessment must be completed by a social worker. There are no exceptions to this rule. Children and young people cannot have a Child In Need plan without having had a Child & Family Assessment completed to inform that plan.

Where there are disagreements about a case transferring to the Locality then the Service Manager will make the final decision as to whether a child or young person should transfer to Locality.

Once a case has moved back to the Locality Team, the standard Transfer to Locality Decision Letter should be sent to the family.