**Remit for Transfer to the Short Break Review Team**

**Cases are eligible for the Short Break Review Team (SBRT) when:**

* A child or young person and their family is in receipt of stable and dependable care and support including Direct Payments, agency care or SBLO hours or a combination of the above.
* Regular contact with the family and professional network is not required.
* Children and young people receive CHC (Continuing Health Care) funding and social care contributes 25% or less in funding, and where CHC have agreed that an annual review is appropriate.
* Direct Payments are in place and are being used to facilitate overnight respite, but only if the care and support is considered stable, and there are no safeguarding concerns or the need to review frequently.

**Children and young people are not eligible for the SBRT when:**

* There are ongoing safeguarding concerns or additional complexities that necessitate regular reviews and home visits. (At least every 6 months or more)
* The child or young person accesses OSB (Overnight Short Breaks)
* The child or young person is attending Residential School as a weekly or termly boarder.
* 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.

**Process for Transfer to the SBRT:**

The allocated practitioner should notify the SBRT Team Manager that the case is due to transfer. This should be done by email.

If the overarching criteria for transfer, as outlined above, is met then the following checklist must be completed:

* Recent evidence of Supervision on LCS, documenting clear management oversight of the decision to transfer. The Locality Social Worker or Family Practitioner must complete the 0-25 Risk Checklist in readiness for supervision. Only cases assessed as low risk are eligible for the SBRT. Cases with no supervision and where the risk assessment has not been completed will not be considered for SBRT
* A Child In Need review must have been held within the last 3 months or a C&F Assessment undertaken within the last three months.
* A Short Break Assessment has been undertaken within a year or case has been reviewed under short breaks within a year
* An effective package of support is in place (cases will not transfer to the SBRT until support is in place, particularly relevant for those families where DPs have been agreed)
* Risk checklist completed and risk determined as low – uploaded to Livelink and case recorded on LCS.
* Case summary is of a good standard, up-to-date and compliant with 0-25 protocol.
* Chronology is up to date.
* Up to date Genogram uploaded to live link
* Main carer identified on front screen with up-to-date contact details
* Ethnicity, Language, and Immigration status all recorded
* Case status amended to Short Breaks
* Short breaks plan and letter sent to family and copy of letter sent to professionals involved uploaded and case noted

When the above has been actioned and the case is ready for transfer, the allocated practitioner will contact the SBRT manager via email informing them that the case is ready. The SBRT manager will then audit the case to ensure transfer procedure has been followed.

If the case is ready to transfer, the SBRT Team Manager will confirm this with allocated Locality practitioner who must end the CIN plan. The SBRT will then accept the case on LCS and allocate to a SBRT Family Practitioner within 24 hours.

Finally, the Locality Practitioner will inform the child or young person and their family that the case has moved to the SBRT sending them the standard SBRT Decision Letter.