**Principals of Case Transfer between the Assessment and Safeguarding teams and LATC teams**

Case transfer arrangements should be based on the following principals:

* **Child Centred**: think child first.
* **No Delay**: there can be no delay in providing a service.

**Case Transfer from the Assessment and Safeguarding teams to the Looked After through Care team (LATC)**

Cases will transfer between the Assessment and Safeguarding teams to the LATC team as follows:

1. At the point the decision is made for a Looked After Child not to return home and a legal planning meeting decides that there is no need to enter into Care Proceedings; or

1. At the end of Care Proceedings where the plan is for the child to remain looked after via a long-term fostering plan.

The Assessment and Safeguarding teams will retain case responsibility for children who have a plan of adoption following the conclusion of Care Proceedings.

The Assessment and Safeguarding Team Manager should contact the LATC Team Manager to advise that a child’s case is due for transfer. This should be followed up by a transfer meeting between both Team Managers and the current and receiving Social Workers to ensure the transfer process is smooth.

Any difficulties encountered within this transfer process will be resolved by the Head of Service whose decision will be final.

**Appendix 1**

This checklist should be used to aid in the preparation of the electronic file in readiness for its transfer.

**Checklist of Requirements at Transfer**

* Child and family (single) assessment
* Up-to-date case notes
* Updated chronology
* Supervision/management oversight notes
* All demographic information checked and completed
* current address,
* dob,
  + ethnicity
  + GP
  + School
  + gender
* All siblings and other relationships created and appropriately linked
* All episodes completed
* CIN Plan authorised
* Strategy Meeting/discussion minutes/ episodes
* Section 47 episodes completed
* Authorised Conference Report on Liquid logic
* Child Protection Plan on Liquid logic
* PLO / LPM Minutes (where appropriate)
* CLA Review episode
* Contact Plan
* Placement and Information Record
* LAC review paperwork
* Care plan
* Statutory Medical
* Risk Assessment (where appropriate)
* Court Documents (where appropriate)

*NB: A detailed assessment will usually cover much of the information required in a transfer summary. To avoid duplication and information being repeated, the transfer summary will be a case synopsis highlighting outstanding tasks, important dates, financial commitments, etc.*

**Appendix 2**

**Process for transfer of children’s case from A & S into LATC**

Bi-monthly meetings to be held between LATC and A&S Team Managers where early alerts will be flagged up.

When a case is identified where the child’s plan is long-term fostering (including those children who are in the care of Connected Carers with a view to a permanence order such as a Special Guardianship Order being sought following a period with a Care Order). The LATC Team Manager should be invited to the child’s Permanence Planning Panel (Final Care Planning Meeting).

**Core information needed prior to a child’s case transferring:**

* Immunisations recorded on Liquid Logic.
* Dental check recorded on LL.
* Eye test recorded on LL.
* IHA & RHA recorded on LL.
* National Insurance Number to be applied for on any child who is 15 years and 9 months old and to be recorded on LL (under identifiers section).
* Current Passport to be held by the child/ren’s carer or Local Authority.
* Birth Certificate to be held by the Local Authority.
* Strengths and Difficulties Questionnaire up to date on LL.
* Case Summary (above case note list) to be updated. (To include; Signs of Safety headings *What’s working well* and *What are we worried* about, a brief explanation of the reasons the child/ren came into care and details of contact arrangements with family members, details of any previous referrals to CAMHS etc.).
* All contact details to be up to date on LL for parents and carers.
* Care Plan/Pathway to be updated.
* Genogram to be uploaded onto Wisdom / updated on LL.
* Chronology up to date on LCS.
* All Court reports to be uploaded onto Wisdom.
* Any referrals made to Harbour/CAMHS etc. to be uploaded onto Wisdom.
* Up to date Single Assessment.
* Photographs to be taken during contact and of the children in their placement to aid Life Story work.
* Later in Life Letter explaining the reasons the child came into care by the Social Worker who was involved at the time.
  + (This does not necessarily have to be prepared in time for the transfer, however must be the responsibility of the A&S Social Worker to provide to LATC within 6 months).

