

Our Principles

Transfers for Children and Young People

"Think Children, Think Young People & Families"

We are all one service working with children and families, and whilst different parts of the service have different roles and responsibilities it is important that we are all working together in the best interests of children and families. The following set of principles should inform practice when children need to transfer to a different part of the service;

Each part of the service is responsible for ensuring any transfers are conducted in a timely way, that meet the needs of children and families, and are planned. There should always be a good handover ensuring children and families know who their new social worker is and how to contact them. "Let's not make children and young people and their families re-tell their stories".

Our practice is rooted in relationship based social work which means that children and families should benefit from positive endings, and good introductions to their new social worker. This will ensure that children and families can continue to build positive relationships with social workers and experience a positive transition from one part of the service to another. "let's work together, thinking child/young person/family experience".



"When social workers have to change there should be a really good reason why, we need a proper explanation as we have a lot of things going on and worry about things"

Transfer points are embedded in practice to ensure that the right children, are receiving the right support from the right part of the service. "Right support, right time, right intervention, reduces high level need".

Transfers must always be for the benefit of the child / young person and family and done at the child / young person's pace where needed. For example; some of our looked after children moving across to the CLA team may need a longer period of handover if that is in their best interests. "Always think Child first"

Children's electronic case files should be updated and reflective of work undertaken prior to case transfer. Please see bottom line expectations below. "Think child/young person reading this - how would they feel reading this information"

Every receiving social worker should have a handover conversation with the transferring social worker, sharing pertinent information, key dates of meetings / arrange convenient hand over meetings as well as a hand over visit. These discussions will enable both social workers to discuss the planning for children and families and ensure that clear plans of intervention are developed. The Social Worker will then call the agencies within 24 hours to advise them who is supporting the children, young people and their families. "Think about not having to ask children/young people and their family to retell their story". "Think team and network around the child"