

## **Recording Transfers In and Strategy Meetings on LCS for Initial Child Protection Conference (ICPC)**

This section provides information regarding recording on LCS of Transfer In Conferences and ICPCs to improve Children's Services data.

This section relates to the PGN entitled "Recording Transfers In and Strategy Meetings on LCS for Initial Child Protection Conference (ICPC)" (November 2016)

### **Transfers In**

A Contact Record is created for Transfers in Conference requests by the Customer Service Centre which is then sent to the Child Protection Team and then on to the relevant Social Care Team. Under 'Further Action' if the Outcome '**Progress to Referral**' is ticked and the contact finalised, this starts the clock ticking on LCS, which means the Transfer In Conference must be held within 15 working days from that date.

The outcome of 'Progress to Referral' should not be completed until all paper work is received from the requesting Local Authority. At this point, the ICPC request must be sent to the Child Protection Team, within 8 days in order to ensure the conference is held within timescales.

Should the above process not be followed and the Outcome is recorded as 'Progress to Referral' before documentation is received, then this will be deemed as being out of timescales.

PLEASE SEE FLOW CHART BELOW

### **ICPC Requests**

**Please remember that the clock starts ticking for ICPC's from the date of the Strategy Discussion that agreed Section 47 Enquiries – not from any re-strat.**

The Child Protection Team will therefore count from the Strategy Discussion that agreed Section 47 Enquiries, to determine if the ICPC request has been received in local timescales (day 8 from Strategy Discussion).

## ICPC TRANSFER IN PROCESS

