Children Moving Across Local Authority Boundaries Checklist

For the Transfer of Any Open Child in Need or Disabled Children’s Team Cases

(Any child open subject to a C&F Assessment following referral / CiN)

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|  | Date Completed |
| NOTIFICATION PROCESS |
| Obtain parental consent to share information with receiving authority. (If the child will be put at risk by informing parent, then child protection concerns override the need to obtain parental consent). |  |
| The child’s social worker initially notifies the receiving authority via telephone. |  |
| Notification followed up in writing within seven days and includes summary of what action(s) HCC consider necessary, what action is agreed and by whom. |  |
| Additional information sent to the receiving local authority includes:* Assessment(s) - (e.g. C&F, Early Help, Family First, whether partially or fully completed including any information about domestic abuse and any other risk factors impacting on health and development of child. Any areas not assessed to be highlighted)
* Reviews
* Reports
* If child CIN, share CIN plan or EHC Plan
* Consent Forms
* Closing Summary (details what action has been taken and who has agreed to take responsibility, details of progress and outstanding issues and the perspective of the parent and child with regards to children’s services and partner agency intervention)
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| Obtain confirmation that case and information has been received by the receiving authority.  |  |
| Inform parent(s) in writing when case has been successfully transferred. |  |
| JOINT WORKING |
| Consider meeting the receiving authority to handover case. |  |
| Undertake joint visits. (HCC will continue to visit child until the agreed date of transfer and the case is formally accepted in writing by the receiving authority.  |  |
| Inform partner agencies involved with the child that they have moved to the receiving authority. (HCC will notify partner agencies that the child has moved out of area and the receiving authority should contact their partner agencies). |  |
| DISPUTE ARRANGEMENTS |
| In the event the receiving authority does not accept case, Social Worker to inform Team Manager and escalate to Service Manager or Head of Service. See Section 6.3 entitled Dispute Arrangements within [Chapter 4.3 Children Moving Across Local Authority Boundaries (HSCB Manual)](http://hertsscb.proceduresonline.com/chapters/p_child_move.html#moves) .  |  |
| LCS |
| All information regarding notification process above to be recorded on LCS. |  |