

Transfer In procedures

Process:
The process is initiated when the Single Point of Contact Team receive contact from another Local Authority regarding a Child subject to a Child Protection Plan who is/has moved from their area to Sandwell. The SPOC team records the contact on EHM and ensure all the relevant information has been received from the other Local Authority before making a referral to the MASH Team manager

The MASH Team Manager reviews the information on the referral and SPOC Team Manager sets the eligibility criteria. If the case meets the criteria, the SPOC Team Manager forwards it as a referral on LCS onto the relevant Care Management Team. The Care Management Team Manager allocates the case to a Social Worker, who subsequently initiates a Single Assessment within LCS. The SW ensures the SGU are aware of the case and the need for an Initial CPCC. The SGU allocate an IRO and arrange the Initial ICPC. Once the Single Assessment has been approved by the Care Management Team Manager, the Social Worker continues liaising with other Local Authority to ensure all relevant documentation from the other Local Authority is completed. Following the completion of documentation gathering, the Social Worker distributes relevant information to all parties concerned and the Initial Child Protection (Receive in) Conference can take place. This must be within 15 days of the referral from the other LA.

Initial Child Protection (Receive in) conference is held with other Local Authority SW in attendance and chaired by the IRO. The ICPC outcomes are loaded on LCS by the SGU business support and further approved by the IRO. The Child Protection Conference outcomes are recorded and implemented by the Social Worker, whether it is transferring the case to Early Help within LCS and consequently closing the social care case, closing the case immediately or subjecting the child to a Child Protection or CIN plan and continuing with the respective plans within LCS.

- Roles:**
Care Management Social Worker
CM SW undertakes Single Assessment on LCS, and liaises with other local authorities to ensure all necessary documentation has been collected
CM SW ensures SGU are aware of the case immediately and of the need for an Initial CPCC within 15 days
CM SW shares information with relevant parties prior to inviting them to the Initial CP Conference.
CM SW ensures that the case file is up to date with chronology and all relevant documents.
CM SW alerts their manager that the file is ready for audit.
CM SW notifies the child and family as well as other agencies of the transfer process initiated.

- Care Management Team Manager**
CM TM receives the child's case from the MASH Team Manager and allocates it to a SW.
CM TM supervises the Allocated Worker to ensure that all the records are up to date and the case file is ready for transfer in line with the agreed transfer point
Once the **CM SW** has undertaken the Single Assessment, CM TM reviews and approves the assessment within LCS.
CM TM audit's the child's record to ensure that it is up to date using the checklist on the transfer questionnaire

- Single Point of Contact Officer/TM**
SPOC officer receive contact from other authority, logs contact and ensures all relevant information is complete from the other Local Authority and makes a referral to the MASH Team and advises SGU of YP in area and need for temporary registration.
SPOC TM closes case on LCS.

- Multi-Agency Safeguarding Hub Team Manager**
MASH TM receives the referral from the SPOC team and refers the case onto the Care Management Team in LCS.

- Safeguarding Unit Business Support**
SGU allocates an IRO to the child
SGU BS arranges Initial CP
SGU BS records outcomes of the ICPC conference and loads them onto LCS, after approval from IRO

Key Principles:

Receiving in conference

All notifications of children moving from other Local Authorities who are subject to Child Protection Plan must be sent to BS-SGU whether the move is temporary or permanent by SPOC.
When request is received from other Local Authorities to transfer responsibility of a child subject to a Child Protection Plan, to Sandwell Metropolitan Borough Council, a Receiving in Conference must be arranged within 15 working days.

The receiving worker must ensure that they are aware of the details of the family and current concerns. Case responsibility lies with the originating authority until the conference has taken place.

Children Subject to Child Protection Plans Moving in and out of Sandwell Metropolitan Borough Council

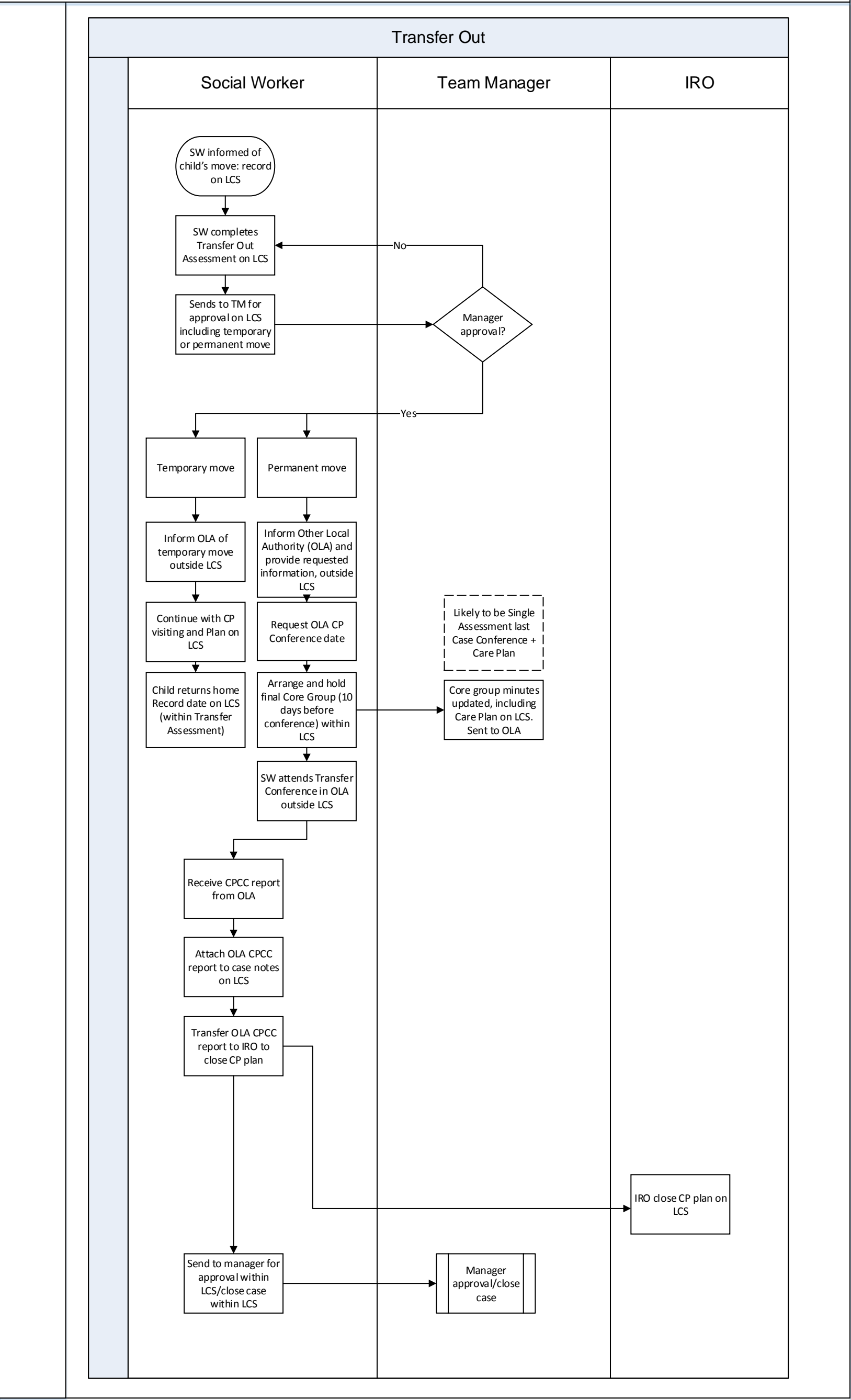
All children who are subject to Child Protection Plans from other Local Authorities but who are residing in Sandwell Metropolitan temporarily or permanently must be recorded by the SGU, and BS- SGU must be notified immediately.
For more detail, please refer to West Midlands Safeguarding Network protocol for Protecting Children who move across Local Authority Borders. (Revised January 2013)

For more details on procedures/best practice, please refer to **Case Transfers Protocol**, stored on Local Resources.

Tools:

- Referral Form (in LCS)
Single Assessment Form (in LCS)
CP conference outcomes (in LCS)

CP transfer in and out



Transfer Out procedures

Process:
The process is initiated when the Social Worker receives information about child's move out of the SMBC area and records the information on LCS. Social Worker then completes Transfer Out Assessment on LCS and sends the Assessment to their Team Manager for approval on LCS, including whether it is a temporary or permanent move. After the Manager has approved the transfer, the Social Worker progresses the case appropriately.

Temporary: If the move is temporary, the Social Worker informs other Local Authority outside LCS and continues with CP visiting and Plan on LCS. Upon child's return to SMBC, the Social Worker records date on LCS.

Permanent: If the move is permanent, the Social Worker informs other local authority and provides requested information outside LCS. The Social Worker also arranges and holds the final Core Group meeting 10 days before the other LA's CPC and attends Transfer Conference in OLA.

The Social Worker receives CPC report from OLA and attaches OLA CPC report to case notes on LCS. The Social Worker then forwards the OLA CPCC report to IRO for CP status closure on LCS. The Social Worker sends the case to their Manager for a final approval/sign-off. The Manager approves and closes the case, whilst the IRO closes CP plan on LCS.

Roles:
Care Management Social Worker
SW is informed of child's move and records the information on LCS.
SW completes Transfer Out Assessment on LCS and shares with TM for approval.
If the move is temporary, the SW inform OLA of the move and continues with CP plan on LCS.
If the move is permanent, the SW informs the OLA and requests and attends OLA's CP conference date and arranges and holds a final Core Group meeting 10 days before the OLA CPC.
SW updates the Core Group minutes, including Care Plan on LCS and shares with OLA.

SW receives and attaches OLA's CPC report to case notes on LCS.
SW transfers OLA CPC report to IRO to close the CP plan
SW sends the closure notes to Manager for approval within LCS.
Care Management Team Manager
TM reviews and approves the Transfer Out Assessment.
TM reviews and approves the final case notes and closes case within LCS
Independent Reviewing Officer
IRO closes CP plan on LCS

Key principles:
IRO closes the CP plan on LCS.

Tools:
CP Plan (on LCS)
Case Notes (on LCS)