

TRANSFER PROCESS: LONG TERM TO 16+ 2019/20

1

When a case is identified as ready for transfer from Long Term to 16 plus, when a young person (YP) is 15 years and 9 months old, the case will be added to the transfer list (live document on One drive). Cases for transfer will be added to the Transfer list on a Thursday.

2

When a new case is added to the Transfer list (as this may not happen every week) this is shared by the Long Term Service Managers, in consultation with the Teams Managers, with the 16 plus Team Managers on a Friday.

3

The 16 Plus Team Manager will identify a named social worker by the following Friday, and this will be added to the Transfer list on One Drive, and the Long Term Team Manager informed via email

4

The date of a transfer meeting will be identified within the transfer list and this will be the transfer point. In exceptional circumstances a joint visit, with both the Long Term social worker and 16 plus social worker, may be a point of transfer. The date of any such visit will be arranged between the respective social workers and should be arranged within 1 week of a named 16 plus worker being identified.

5

The file must be up to date with all relevant documents, information and case recordings at the point of transfer in order for the case to be reallocated. The Long Term TM will audit the case at the point of the agreed transfer meeting (RCPC/Child in Care/CIN Review) or visit. An email should then be sent to the 16 Plus Team Manager responsible for the case and then the 16 Plus Manager will reallocate the case.

6

If the case is not reallocated by the 16 plus TM within 1 week of the transfer visit/meeting, the Long Term TM will contact the 16 plus TM and, if necessary, reallocate on Carefirst after that time

