

Transfer table

Child's need....	Coming from...	Going to...	Timescale
All new concerns	First Response	Area Units/PDT/DCSS/MASH	24 hours
		FiF	72 hrs
All children transferring between teams.	Locality meeting	Area services, Disabled Children's Service, Families in Focus	Agree allocation and then agree timescale for transfer within Locality Meeting. Timescale will be according to needs of child and family but no longer than 4 weeks.
Relinquished babies	First Response Area Services	Through care	5 working days
16-17 year olds accommodated under s.20 and looked after for 13 weeks or more	Area Services	Through care	After 13 weeks of being looked after agree transfer and then allocation within TC at monthly allocation. Once allocated complete transfer within the following 4 weeks. If from PDT then need to discuss more urgent transfer with Service Manager CiC and Care Leavers.
Unaccompanied asylum seeking children	Area Services	Through care	5 working days and then monthly allocation route and complete transfer within the following 4 weeks.
Children in care with a permanency plan confirmed at 2 nd review and through	Area Services	Through care	Monthly allocation route but subject to matching between child and

legal panel.			practitioner. Transfer within 4 weeks.
Children in need within Through Care team who have returned to live with their families.	Through Care	Locality meeting/Area Services	Agree allocation and agree timescale for transfer within Locality Meeting according to needs of child and family but no longer than 4 weeks.
Children on a CP plan transferring between DCS and area services/back	Disabled Children Area Services	Area Services Disabled Children	Once agreed transfer then receiving team, to attend next core group or CP review conference.