

## Child Protection Conferences

### Transfer in and out process

It is critical that good practice is evidenced when there are requests to transfer Child Protection conferences to ensure that there is minimal impact for the child and family. Decisions regarding who is the designated Local Authority need to be determined by the child's safety and wellbeing; all risks should be carefully considered. It is important that the child's welfare is paramount when managing the transfer in and out process.

#### Transfer in Process

Initially, when another Local Authority wants to alert Bradford that a child on a Child Protection (CP) plan is now in our area they will be directed from the contact centre to the Integrated Front Door (IFD). The decision around whether or not a case is accepted as a transfer-in Child Protection Case Conference should be made by a team manager in the IFD. Ideally, this should be within one working day of the notification having been made.

If this is only a temporary arrangement (such as child visiting relatives in Bradford for a holiday), there still needs to be a record that the child is on a CP plan to another area and is now in Bradford. This is recorded as CPE status on LCS. The following actions must be completed as part of the screening process -

- Create a contact for the child in EHM
- Add CPE status, record category of CP planning
- Upload a copy of most recent CP plan
- Ascertain the date upon which the child will return to the habitual authority
- An email with the details of the temporary transfer in should be sent to partner agencies by the IFD social worker – there is a distribution list (see appendix 1).

Depending on the risks identified and length of time that the child will be in Bradford, there may need to be discussions between the Bradford and other area social workers to determine if a welfare visit is required by Bradford during the child's stay. A team manager from the IFD should, when signing off the contact, have assessed that any identified risks can be appropriately managed with the plan that has been agreed between the areas.

The CPE status would need to end when it is known that the child has returned back to their home area. The list of children subject to CPE status will be reviewed on a fortnightly basis in the Safeguarding and Reviewing Unit.

If the notifying Local Authority is informing Bradford of a child's permanent move to the Bradford area, then a manager in the IFD would need to determine within one working day, on the basis of the information provided by the other Local Authority, whether or not a transfer-in Child Protection Conference should be convened by Bradford. If it is known that the child has moved in with other children in Bradford, these children also need to be opened up as contacts onto LCS so that they can be considered.

The following questions should be asked to assist in making a decision regarding a transfer in –

- Is this likely to be a permanent or long term move?
- Do they have a permanent address in Bradford?
- Have the family registered with services in the area (education, health and or other services)?

If the case is not accepted as a transfer in, then a manager in the IFD should, within one working day of the initial request, relay the outcome to the referring area and explain the rationale for not accepting the case as a transfer in. It should be made clear to the referring Local Authority that responsibility for visiting the child within statutory timescales remains their responsibility. This discussion should be recorded as part of the contact on the child's file.

If the referring Local Authority wish to challenge/escalate the outcome of the decision, the Service Manager for Safeguarding in the referring area should be referred to the Service Manager for the IFD.

If the move to Bradford is deemed to be permanent, the following information should be provided by the notifying authority before confirmation of a transfer in conference can be provided. The supporting documents will need to be attached to the child's file on LCS:

- Copies of the initial conference & most recent review minutes
- Last core group minutes & most recent plan
- Up to date chronology
- Recent assessment (within last 3 months)
- Confirmation from the allocated social worker in that area that the housing in Bradford is suitable for the family to live in
- An invite list for the transfer in conference

The case will then need transferring to a locality Assessment and Intervention (A& I) Team with **CP Transfer In** and **Single Assessment (C&F)** being ticked as the outcomes from the referral. It is by ticking "transfer in" that the request for a conference is sent to the Safeguarding and Reviewing Unit. A request does not need to be emailed to the CPU inbox. Once received by the A&I Team, the case will need to be allocated immediately.

The Child Protection Unit (CPU) will make contact with the allocated social worker to arrange a transfer in conference within the next 15 working days. It is good practice to discuss possible dates with the area requesting the transfer in so that the allocated social worker can attend and share information at the meeting. The Safeguarding and Reviewing Unit will send an email to all partners with an invitation to attend the request for a transfer in case conference.

On allocation the newly allocated Bradford social worker needs to:

- Ensure that they read all of the documents that have been supplied and start to formulate an analysis of risk and issues that will need addressing now the family is in Bradford.
- If the risk is high, they should discuss this with their Team Manager and the referring social worker to formulate an interim safety plan, including how often the child should be visited and whether any action is required to immediately manage the level of the risk. Any discussions/decisions should be clearly recorded on the child's file.

- Liaise with the allocated social worker in the referring area – it is good practice to arrange a joint visit with them before the transfer in conference if possible. The first contact with each other should not be at the transfer in conference.
- Consider which services need to be aware of the child and family and ensure contact with and/or referrals to those services are made immediately.
- Consider what the child and family needs to be able to participate fully in the transfer-in process. This can include a referral to the advocacy service for the child; a meeting with the child to ask them about their understanding of the CP process; it is important to understand whether they have attended meetings where they lived before if they are over 10 years old. Check if the child or young person would like to attend the transfer in conference or speak to the CP Co-Ordinator before the meeting.
- Check whether an interpreter or special facilities are required.
- If the child has moved in with relatives or another family and there are other children in the household, consideration will need to be given at the transfer-in conference as to whether those children are now at risk of significant harm.
- If these children have not been opened up by the IFD, this should be done so that an assessment can be undertaken to determine the level of risk. If the level of risk is high, they may need to be subject to a Strategy Discussion and Section 47 investigation and an Initial Child Protection Conference take place alongside the transfer-in meeting.
- Prepare a report for the transfer-in conference. This should include a view as to whether or not the child should remain subject to a CP Plan; what elements of the current plan need to remain in place and if any additional safeguards are required.
- Whatever the outcome of the transfer-in conference, once this has been held, the child is no longer subject to CP planning in the referring area and is now a child for whom Bradford is responsible. Minutes of the meeting and outcomes will be sent to the referring authority by the Safeguarding and Reviewing Unit and they will update the CP status.
- If the outcome of the transfer in conference is that the child remains subject to a CP plan, then the usual CP planning processes are then followed.
- If the outcome is that the child is now deemed a Child in Need (CIN) then the usual CIN processes will be followed.
- If the outcome is that Early Help or Universal Services can support the family, then the usual processes will be followed.

If, during the above processes, the newly allocated social worker is unable to make contact with the child and family, this should be considered a significant cause for concern and should be escalated via their team manager as the process of a transfer in Child Protection Case Conference may not be sufficient to safeguard the needs of the child in those circumstances.

### **Transfer out Process**

A Child Protection Co-Ordinator (CPC) should consider initiating the Transfer Out process when they become aware that a child has moved to another Local Authority Area or country on a permanent basis i.e. they have secured housing and have no plans to return to Bradford.

If a child on a CP plan is going to spend time in another area for any period, however long or short, the social worker should inform that area of the temporary move and inform the manager of the CP Co-Ordinators that a temporary move is planned/happening.

There should be a discussion between the social worker and CPC before the decision to contact the Local Authority in the other area to start the transfer process. Once agreement has been reached, this should be noted on the child's file in LCS and the locality Service Manager should approve the decision making.

The transfer out process will vary, depending on the procedures followed by the Local Authority where the child now lives. Initially, a call would be made to the equivalent of that Local Authority's IFD by the allocated social worker. It is likely that they would request similar information to that required by Bradford to transfer a case in (see above).

It is very important that the case is up to date and that there is an up to date single assessment setting out the current risks and the impact of the move upon each individual child in the family. The most recent CP plan, minutes of the initial and most recent review and an up to date chronology should also be sent to the other Local Authority.

If the other Local Authority does not accept the transfer in because of missing information, then this information (missing assessment, name of the new school or GP etc.) should be provided by the Bradford social worker as quickly as possible to prevent any delay.

The CPC should monitor the child's file and liaise with the social worker regularly to ensure a smooth transition and can step in by chasing up the child protection team in the receiving Local Authority if there are delays.

If the case is not accepted by the receiving Local Authority as a transfer in or there is significant drift/delay/disagreement, then this should be escalated to the CPC Team Manager who can alert the Head of Service for Safeguarding and Reviewing. The social worker should alert their Head of Service, so that there can be discussions at that level with the receiving area.

Until a case has transferred to the receiving Local Authority, responsibility for managing the CP plan remains with Bradford. Statutory visits and actions in the CP plan are still required to be completed by Bradford until the transfer in Case Conference has taken place in the receiving area. The Bradford social worker should attend the transfer in Case Conference in the new area as their final hand over of the case.

If the child is moving abroad then there should be a discussion between the child's social worker and the CPC to decide if a review of the CP plan is required. When it is reasonably assumed that the child has moved abroad, appropriate steps should be taken by the child's social worker to ensure that the overseas authorities in the area where the child is now living have been informed and are aware of any concerns.

If it is felt by any professionals involved in the core group/planning for the child that the move abroad is triggered to try and avoid the authorities, then legal advice may need to be considered.

If the child has gone missing or it is not clear where they have gone to in another country, then the procedures for children and families who go missing should be followed. If, after four weeks and after all the required actions have been undertaken in relation to missing procedures, it remains unclear where the child and family are now living, the plan can end by agreement of all core group members at a Child Protection review conference.

In those circumstances, it should be made clear on the child's file what action would be required from Children's Social Care in the event that the child and family returns to Bradford in the future.

**Appendix 1**

**TEMPORARY CHILD PROTECTION PLAN**

<b>NAME OF CHILD/REN</b>	<b>DOB</b>	<b>M/F</b>	<b>ID NO.</b>

<b>OLA ADDRESS</b>	
<b>BFD ADDRESS</b>	

<b>NAME OF OTHERS LIVING WITHIN THE BFD HOUSEHOLD (including parents)</b>	<b>DOB</b>	<b>M/F</b>	<b>ID NO.</b>	<b>RELATION TO CHILD</b>

<b>NAME OF SIGNIFICANT OTHERS (e.g. parent not living in household of child, relatives, friends)</b>	<b>DOB</b>	<b>M/F</b>	<b>ID NO.</b>	<b>RELATION TO CHILD</b>
<b>ADDRESS</b>				

<b>HOW LONG IS IT EXPECTED THE CHILDREN WILL BE IN BRADFORD</b>	<b>DATE FROM</b>		<b>DATE TO</b>	

<b>DATE CP PLAN STARTED</b>	
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<b>CP CATEGORY</b>	
<b>LAST REVIEW DATE</b>	

<b>KEYWORKER</b>	
<b>OLA ADDRESS</b>	
<b>CONTACT NO.</b>	
<b>E-MAIL</b>	
<b>BRIEF OVERVIEW OF CIRCUMSTANCES</b>  (e.g. visiting relatives, in temporary accommodation etc.)	

**PLEASE NOTE:**

The Children’s names have been added to the list of Children subject to Child Protection Plans in the Bradford area on a temporary basis and case responsibility remains with the originating Local Authority – details above.

Copies circulated to – EDT, Safeguarding Health, Bradford Education, Police Child Protection Unit, Initial Assessment Team Originating Local Authority

**Appendix 2**

**REQUEST FOR TRANSFER IN CHILD PROTECTION CONFERENCE**

NAME OF CHILD/REN	DOB	M/F	ID NO.

<b>OLA ADDRESS</b>	
<b>BFD ADDRESS</b>	

NAME OF OTHERS LIVING WITHIN THE BFD HOUSEHOLD (including parents)	DOB	M/F	ID NO.	RELATION TO CHILD

NAME OF SIGNIFICANT OTHERS (e.g. parent not living in household of child, relatives, friends)	DOB	M/F	ID NO.	RELATION TO CHILD
<b>ADDRESS</b>				

<b>DATE CP PLAN STARTED</b>	
<b>CP CATEGORY</b>	
<b>LAST REVIEW DATE</b>	

<b>KEYWORKER</b>	
<b>OLA ADDRESS</b>	
<b>CONTACT NO.</b>	
<b>E-MAIL</b>	
<b>BRIEF OVERVIEW OF ISSUES &amp; RISKS</b>	

**PLEASE NOTE:**

This is a notification that another Local Authority has requested a transfer-in Child Protection Conference.

That Local Authority retains overall case responsibility until the date of the transfer-in Child Protection Conference (details above). Invites will be sent if/when the case has been accepted.

Copies circulated to – EDT, Safeguarding Health, Bradford Education, Police Child Protection Unit, Initial Assessment Team Originating Local Authority